

WILLMAR CITY COUNCIL PROCEEDINGS  
COUNCIL CHAMBERS  
WILLMAR MUNICIPAL UTILITIES BUILDING  
WILLMAR, MINNESOTA

December 17, 2012  
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Frank Yanish. Members present on a roll call were Mayor Yanish, Council Members Doug Reese, Ron Christianson, Bruce DeBlieck, Denis Anderson, Steve Ahmann, Jim Dokken, and Tim Johnson; Present 8, Absent 1 - Rick Fagerlie was excused from the meeting.

Also present were City Administrator Charlene Stevens, Police Chief David Wyffels, Finance Director Steve Okins, Community Education and Recreation Director Steve Brisendine, Planning and Development Services Director Bruce Peterson, City Attorney Robert Scott, and City Clerk Kevin Halliday.

Council Member Ahmann and Christianson announced that they had items to be added to the Agenda.

Council Member Anderson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of December 3, City Council Work Session Minutes of November 19, Municipal Utilities Commission Minutes of December 10, Planning Commission Minutes of December 12, Community Education/Recreation Joint Powers Board Minutes of December 7, formal approval of Willmar Municipal Utilities 2013 Budget, Donations to City – Willmar Stinger/Baseball to Pumpkin Patch Carnival at City Auditorium, Accounts Payable Report through December 12, Building Inspection Report for November, and Charter Commission Minutes of October 8, 2012. Council Member Reese seconded the motion, which carried.

Mayor Yanish acknowledged that no one had signed up to address the City Council during its scheduled Open Forum.

The Finance Committee Report for December 10, 2012, was presented to the Mayor and Council by Council Member Anderson. There were seven items for Council consideration.

Item No. 1      No one was present for public comment.

Item No. 2      Staff explained to the Committee that the Lakeland Drive Interceptor/Minn West lift station project is scheduled for construction in 2013. Engineering work on this project has begun and the proposed routine resolution is necessary for the City to reimburse itself from bond proceeds. Following discussion, the Committee was recommending the Council introduce a Resolution establishing procedures relating to compliance with Reimbursement Bond Regulations under the Internal Revenue Code.

Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 1

RESOLUTION ESTABLISHING PROCEDURES  
RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND  
REGULATIONS UNDER THE INTERNAL REVENUE CODE

BE IT RESOLVED, by the City Council (the "Council") of the City of Willmar, Minnesota (the "City"), as follows:

1. Recitals.

A. The Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (as the same may be amended or supplemented, the "Regulations"), dealing with "reimbursement bond" proceeds, being proceeds of the City's bonds used to reimburse the City for any project expenditure paid by the City prior to the time of the issuance of those bonds.

B. The Regulations generally require that the City make a declaration of intent to reimburse itself for such prior expenditures out of the proceeds of subsequently issued bonds, that such declaration be made not later than 60 days after the expenditure is actually paid, and that the bonding occur and the written reimbursement allocation be made from the proceeds of such bonds within 18 months after the later of (1) the date of payment of the expenditure or (2) the date the project is placed in service (but in no event more than 3 years after actual payment).

C. The City heretofore implemented procedures for compliance with the predecessor versions of the Regulations and desires to amend and supplement those procedures to ensure compliance with the Regulations.

D. The City's bond counsel has advised the City that the Regulations do not apply, and hence the provisions of this Resolution are intended to have no application, to payments of City project costs first made by the City out of the proceeds of bonds issued prior to the date of such payments.

2. Official Intent Declaration. The Regulations, in the situations in which they apply, require the City to have declared an official intent (the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequently issued bonds. The Council hereby authorizes the City Clerk to make the City's Declarations or to delegate from time to time that responsibility to other appropriate City employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:

A. Each Declaration shall be made not later than 60 days after payment of the applicable project cost and shall state that the City reasonably expects to reimburse itself for the expenditure out of the proceeds of a bond issue or similar borrowing. Each Declaration may be made substantially in the form of the Exhibit A, which is attached to and made a part of this Resolution (on file in the City Clerk's Office), or in any other format which may at the time comply with the Regulations.

B. Each Declaration shall (1) contain a reasonably accurate description of the "project," as defined in the Regulations (which may include the property or program to be financed, as applicable), to which the expenditure relates and (2) state the maximum principal amount of bonding expected to be issued for that project.

C. Care shall be taken so that the City, or its authorized representatives under this Resolution, not make Declarations in cases where the City doesn't reasonably expect to issue reimbursement bonds to finance the subject project costs, and the City officials are hereby authorized to consult with bond counsel to the City concerning the requirements of the Regulations and their application in particular circumstances.

D. The Council shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the City has made Declarations.

3. Reimbursement Allocations. The designated City officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally written allocations that evidence the City's use of the applicable bond proceeds to reimburse the original expenditures.

4. Effect. This Resolution shall amend and supplement all prior resolutions and/or procedures adopted by the City for compliance with the Regulations (or their predecessor versions), and,

henceforth, in the event of any inconsistency, the provisions of this Resolution shall apply and govern.

Dated this 17<sup>th</sup> day of December, 2012.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 3 Staff informed the Committee that design approval and bidding have been completed for the construction of the sanitary sewer interceptor on the western side of the community. Council action is required to approve the final budget outlining the estimated costs and funding sources for the project which is comprised of approximately \$1.3 million of LOST funds, \$649,000 of Capital Reserves, and \$2.57 million in PFA Loans.

The Committee was recommending the Council introduce a Resolution approving the Final Budget for the Western Interceptor Project as presented. Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

OTHER SERVICES		RECEIVABLES	
Mtce. of Other Impr.	<u>\$3,575,354.00</u>	City Capital Storm Water	\$ 571,087.00
TOTAL	\$3,575,354.00	LOST	\$1,316,074.00
		Temp Bond (PFA)	\$2,571,437.00
		Other WTP Capital	<u>\$ 78,580.00</u>
		TOTAL	\$4,537,178.00
OTHER CHARGES			
Prof. Serv.	\$453,678.00	FINANCING	
Other Charges	<u>\$178,767.00</u>	City Capital Storm Water	\$ 571,087.00
TOTAL	\$632,445.00	LOST	\$1,316,074.00
		Temp Bond (PFA)	\$2,571,437.00
CAPITAL OUTLAY		Other WTP Capital	<u>\$ 78,580.00</u>
Land and Legal	<u>\$329,379.00</u>	TOTAL	\$4,537,178.00
TOTAL	\$329,379.00		
			\$4,537,178.00

Dated this 17<sup>th</sup> day of December, 2012.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 4 The Committee was informed by Staff that the City has not reimbursed the State of Minnesota for non-eligible State Aid costs associated with the relocation of water lines on the First Street Bridge Project. The State has made several unsuccessful attempts requesting this reimbursement in the amount of \$50,785.19. It was Staff recommendation to authorize payment out of Capital Reserves from the Community Investment/Capital Improvement Fund.

The Committee was recommending the Council introduce a Resolution authorizing reimbursement to the State of Minnesota for non-eligible State Aid costs incurred for the First Street Bridge Project in the amount of \$50,785.19. Resolution No. 3 was introduced by Council Member

Anderson, seconded by Council Member Dokken, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

### RESOLUTION NO. 3

WHEREAS, it has been determined that an outstanding balance of \$50,785.19 remains due to the State of Minnesota for non-eligible State Aid costs, associated with the relocation of water lines, incurred for First Street Bridge Project No. 175-153-001.

NOW, THEREFORE, BE IT RESOLVED that \$50,785.19 be remitted to the State of Minnesota for payment in full of said Project No. 175-153-001.

BE IT FURTHER RESOLVED THAT this amount be paid out of Capital Reserves from the Community Investment Fund and the Capital Improvements Fund as applicable.

Dated this 17<sup>th</sup> day of December, 2012.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 5 The Committee reviewed previous action of the Council approving Arbitration requirements for the Police Department LELS group. A resolution is needed to amend the 2012 Budget to reflect the additional costs associated with that settlement by transferring \$53,724 from Non-Departmental Uncompensated Absences to Police Department Salaries (\$45,251), Pensions (\$7,021), and Insurances (\$1,452).

The Committee was recommending the Council introduce a resolution transferring \$53,724 from Non-Departmental Uncompensated Absences to Police Department Salaries, Pensions, and Insurances as presented. Resolution No. 4 was introduced by Council Member Anderson, seconded by Council Member Dokken, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

### RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the 2012 Police Department Budget, for the purpose of disbursing 2012 wages and benefits for police officers per arbitration settlement, as follows:

Increase:	2012 Police Department Wages	\$ 45,251.00
Increase:	2012 Police Department Pensions	\$ 7,021.00
Increase:	2012 Police Department Insurances	\$ 1,452.00
Decrease:	Non-Departmental Uncompensated Absences	\$ 53,724.00

Dated this 17<sup>th</sup> day of December, 2012.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 6 The Committee reviewed the Rice Trust Third Quarter Report, the Willmar Municipal Utilities Financial Report as of September 30, 2012, and the Rice Hospital Financial Report as of October 31, 2012. This matter was for information only.



Item No. 7 Council Member Christianson referred to a discussion held at a previous Council meeting regarding the City not being allowed to pay dues to the Chamber of Commerce. He was wondering whether it was also illegal for the Willmar Municipal Utilities, Rice Memorial Hospital, Community Education and Recreation, and the Willmar HRA to pay dues to the Chamber of Commerce as well. This matter will be referred to the City Attorney for a determination and was for information only.

The Finance Committee Report for December 10, 2012, as approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Dokken, and carried.

The Labor Relations Committee Report for December 12, 2012, was presented to the Mayor and Council by Council Member Ahmann. There were five items for Council consideration.

Item No. 1 Chair Ahmann called the meeting to order. David Herzer addressed the Committee regarding the organizational analysis, and John Sullivan addressed the Committee regarding the Charter Commission's recommendation on the City Attorney and City Administrator ordinance. This matter was for information.

Item No. 2 City Administrator Stevens reviewed the proposed scope of work and timeframe for the Organizational Analysis. Ms. Stevens stated the following were the objectives of the study:

- Review of the existing organizational structure and identification of gaps and/or duplication.
- Propose options for a new organizational structure.
- Conduct an assessment of the workplace culture, including soliciting feedback from employees.
- Observations and identification of opportunities for intergovernmental cooperation.
- Succession Planning.
- Recommendations on current business practices and processes in place.
- An assessment of the City's customer service.
- Assistance in implementation of the final plan.

Ms. Stevens also discussed a proposed time frame for the process, noting that the timeframe was aggressive, yet stated her concern to move forward with some haste due to the number of vacancies in the organization and the desire to provide for a long-term direction. Ms. Stevens suggested that RFPs could be issued the week of December 17, 2012, with responses due January 7, and potential Council action on January 22, 2013.

The Committee considered the suggestion to include a compensation study or analysis in the RFP and agreed to include it as an alternate and address it further upon receipt of proposals; the value of including employee feedback as well as other customer feedback and agreed those components should remain in the RFP; and whether or not to solicit proposals from Springsted Inc.

The Committee was recommending the Council proceed with the RFP with the inclusion of a compensation study as an alternate. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee with Council Member Reese seconded the motion.

Discussion ensued clarifying the bidding of the alternate compensation study and the benefits of two separate specialists. Council Member Christianson moved to amend the motion to separate the two RFP's, organizational study and compensation study. Council Member Anderson seconded the motion, which carried. The original motion to proceed with RFPs then carried.

Item No. 3 City Administrator Stevens informed the Committee that Chair Ahmann had previously suggested that the Council consider adopting a Conflict of Interest Policy and had asked the City Attorney to provide a review and recommendations on some sample policies. Chair Ahmann stated that he thought it would be valuable to increase the awareness and education regarding conflict of interest. Chair Ahmann also stated he was looking for a policy that might also apply to those who receive

funding from the City.

Council Member Reese noted that the City Attorney provided two recommendations, first to review and possibly update the City's current policy that applies to employees and secondly to draft a policy for elected and appointed officials similar to the example provided by Council Member Ahmann for the City of Brainerd.

The Committee was recommending the Council ask the City Attorney to review the existing employee policy regarding conflict of interest and to draft a policy for elected and appointed officials. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee with Council Member Reese seconding the motion, which carried.

Item No. 4 City Clerk Halliday reviewed with the Committee the options for Rules of Order as suggested by the Charter Commission. Mr. Halliday stated that he had been reviewing the Standard Code of Parliamentary Procedure, formally known as Alice Sturgis' Rules of Order and felt they were similar to how the Council currently conducted business and superior to the Minnesota Mayor's Association Rules of Order and provided examples of how parliamentary procedure might change or be similar to current actions.

Mr. Halliday also stated once the Council agreed upon rules of order, staff had some recommendations of individuals who could conduct a training session for the Council as well as for Board and Commission chairs and members. The Committee directed Staff to purchase enough copies for the Council Members to review before making a final recommendation. This matter was for information only.

Item No. 5 City Administrator Stevens informed the Committee that Chair Ahmann had requested some information on the committee structure of other communities and she had attempted to gather some information from various communities.

Council Member Reese stated that he felt this issue should be discussed by the full Council at the reorganizational meeting. Council Member Ahmann stated that he felt rotation of committees or liaisons would be a way for each Council Member to become better educated. Council Member DeBlieck requested that Staff provide a list of committees and liaisons to review as part of the reorganization as some committees may no longer be necessary. This matter was for information only.

The Labor Relations Committee Report for December 12, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Dokken, and carried.

The Community Development Committee Report for December 13, 2012, was presented to the Mayor and Council by Council Member Dokken. There were five items for Council consideration.

Item No. 1 John Sullivan inquired about progress on a Zoning Ordinance amendment dealing with the administration of variances. This matter was for information only.

Item No. 2 The Committee received information from Staff relative to the status of a home at 511 7<sup>th</sup> ST NW. The owner of the property has not responded to City orders to repair the property. Because of the continued deterioration, Staff requested that the Council issue a formal declaration for the house as an unsafe building. This declaration will be delivered to the building owner and would allow 30 days to bring the building up to standards or have the building demolished. Failure to do so could result in the City pursuing court action to allow the City to demolish the structure.

It was noted that Staff has been in contact with a representative of the owner, Fannie Mae. The property representative had requested the formal declaration in an attempt to move Fannie Mae to action.

The Committee was recommending the Council issue an unsafe building declaration for the house at 511 7<sup>th</sup> ST NW. Council Member Dokken moved to approve the recommendation of the

Community Development Committee with Council Member Johnson seconding the motion, which carried.

Item No. 3 The Committee reviewed a draft ordinance dealing with exterior maintenance for commercial/industrial/institutional buildings. The draft ordinance was fairly comprehensive and it was the opinion of the Committee that the length of the ordinance could be shortened, and that it needed to be reviewed with other ordinances for redundancy and duplication. Staff stated that a number of sections had already been removed due to duplication, but would review the ordinance again and eliminate any redundancies and inconsistencies. The Committee decided to receive the draft for information only, and Staff will revise it and provide copies to all Council members prior to the next Committee meeting. The Committee agreed to discuss the ordinance further in January. This matter was for information only.

Item No. 4 Staff presented status reports for the former Ann's Café and John's Supper Club buildings. The Ann's site has been secured and no longer poses a safety hazard. Council Member Ahmann stated he had met with Paul Kidrowski regarding progress on the John's Supper Club building. Mr. Kidrowski told him that some progress has been made, but the work done has not required formal inspections. The Committee saw no value in revoking the permit and will continue to work with Mr. Kidrowski to complete work on the building. This matter was for information only.

Item No. 5 Chair Dokken informed the Committee that Staff was dealing with a problem house on Mary Avenue. A neighbor had contacted several Council persons regarding the conditions on that site.

Council Member Ahmann inquired about HRA reporting on the conditions of rental properties at Welshire and other locations.

Council Member Christianson briefly informed the Committee about information prepared by the Attorney General's Office regarding local units of government paying dues to chambers of commerce and service clubs.

Council Member DeBleck informed the Committee that Willmar Municipal Utilities has put the subject of LED street lights on hold due to decreasing prices.

The Committee decided not to meet the last week of December. If a meeting is necessary before the next Council meeting, it was agreed that they would meet January 3; otherwise, the next regular Committee meeting will be Thursday, January 17, 2013.

The Community Development Committee Report for December 13, 2012, was approved as presented and ordered placed on file in the City Clerk's office upon a motion by Council Member Dokken, seconded by Council Member Christianson, and carried.

City Clerk Halliday presented to the Mayor and Council the following establishments requesting renewal of current Sunday Liquor Licenses: On-Sale – Austin F. Hanscom Post 167, Applebee's Neighborhood Grill & Bar, El Tapatio Mexican Restaurant, Holiday Inn/Green Mill, Grizzly's Grill N' Saloon, Kandi Entertainment Center, Oaks at Eagle Creek, and Finstad-Week Post 1639; and Club On-Sale – Willmar Fraternal Order of Eagles and Willmar Elks Lodge. Council Member Christianson moved to approve the Liquor Licenses as presented with Council Member Dokken seconding the motion, which carried on a roll call vote of Ayes 7, Noes 0.

The Mayor and Council considered a Civic Center Arena Special Event Permit by On-Sale Liquor License Holder. City Clerk Halliday explained that the Civic Center has rented space to the Willmar Curling Club who will hold a three-day New Year's Bonspiel and plans to serve alcohol and a Special Event Permit is required. The Baker's Eagle Creek Eatery LLC has applied for the permit with an on-site employee. Following discussion, Council Member Christianson moved to approve the Civic Center Arena Special Event Permit as presented with Council Member Dokken seconding the motion, which carried.

City Clerk Halliday informed the Mayor and Council that pursuant to Minnesota Statute 203B.121, Subd. 1, it is necessary that the City pass a Resolution establishing an Absentee Ballot Board. Following discussion, Resolution No. 5 was introduced by Council Member Anderson, seconded by Council Member Ahmann, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 5

ESTABLISHING AN ABSENTEE BALLOT BOARD

WHEREAS, the City of Willmar is required by Minnesota Statute 203B.121, Subd. 1 to establish an Absentee Ballot Board effective June 19, 2012; and

WHEREAS, the Board will bring uniformity in the process of accepting or rejecting returned absentee ballots in the City of Willmar's Ward and Special Election in Kandiyohi County; and

WHEREAS, the Absentee Ballot Board would consist of a sufficient number of Election Judges as provided in Sections 204B.19 to 204B.22;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willmar, hereby establishes an Absentee Ballot Board that would consist of a sufficient number of Election Judges as provided in Minnesota Statute 204B.19 to 204B.22 to perform the task.

Dated this 17<sup>th</sup> day of December, 2012.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

The Mayor and Council considered an Ordinance to Rezone property from G/I to R-2. Planning and Development Services Director Peterson stated that the applicant Casa De Misericordia Church applied for a rezone of the former Lincoln School property to operate a church. The rezone is consistent with the Comprehensive Plan. Churches are permitted with a conditional use permit in an R-2 zone, and at that time the Planning Commission can attach use conditions of operation.

Council Member Anderson offered a motion to introduce an Ordinance to Rezone property from G/I to R-2 and schedule a public hearing for January 7, 2013. Council Member Ahmann seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

The Mayor and Council considered a Final Plat for Mills Second Addition whereby the applicant Mills Properties wishes to subdivide a portion of their property into three commercial lots. Planning and Development Services Director Peterson explained the property is proposed for platting so that different parent companies within their corporation can own each parcel. The lot sizes and frontage exceed Zoning Ordinance minimums. Two conditions placed on the plat per Planning Commission preliminary plat approval regarding a water valve shut off and access easement agreement have been dealt with prior to final plat approval. Council Member Anderson moved to approve the Final Plat for Mills Second Addition as presented. Council Member Dokken seconded the motion, which carried.

Following discussion of the January Council meeting dates, Council Member Christianson moved to schedule the reorganizational meeting for January 7, and the second Council meeting for January 22, 2013. Council Member Ahmann seconded the motion, which carried.

Mayor Yanish recognized Doug Reese, Council Member for the Ward Four, for his 26 years of

service to the City of Willmar and presented him with a commemorative plaque. Mr. Reese thanked his wife, Marion, and former and present Mayors, Council Members and City Staff.

Announcements for Council Committee meeting dates were as follows: Public Works/Safety, December 18, 2012.

Council Member Ahmann read a letter he prepared to the Mayor and Council regarding the City's funding of private entities and their membership, expressing concerns raised due to possible conflicts regarding expenditures. Mr. Ahmann offered the following motion: that the City Council immediately request from the publicly-funded groups full and complete financial disclosures for the current and last five years regarding previously stated expenses. Furthermore, that this gathered information is to be immediately reviewed and discussed with the appropriate City Council Committee. The following groups are, but not limited to: Willmar Municipal Utilities, Rice Memorial Hospital, Rice Home Medical, Rice Health Foundation, Rice Care Center, Willmar Lakes Area Convention and Visitors Bureau, Kandiyohi County and City of Willmar Economic Development Commission, Willmar and Kandiyohi County Housing and Redevelopment Authority, Willmar Pioneerland Library, Willmar Design Center, West Central Integration Collaborative, West Central Industries, Kandiyohi-Willmar Area Transit Authority and Willmar Fests. Council Member Christianson seconded the motion.

Council Member Anderson called the motion retaliation and opposed the action. Council Member Christianson called it standard fiduciary responsibility. Council Member Ahmann stated he believes funding certain organizations is a violation of statutes according to Attorney General opinion. Council Member Dokken questioned public purpose in the listed organizations.

City Attorney Scott expressed concern that the request was "over reaching."

Council Member Christianson withdrew his second. Council Member Ahmann directed Staff to take the matter to the appropriate committee.

City Administrator Stevens informed the Mayor and Council of a "Thank LGA" forum put on by the Coalition of Greater Minnesota Cities on December 18, 2012, at the Willmar Fire Station.

Council Member Christianson moved that the City consider RFP's for legal printing from the West Central Tribune, Raymond and Prinsburg News, and New London Lakes Area Review newspapers. Council Member Ahmann seconded the motion, which carried.

Council Member Christianson read a letter he had prepared regarding articles in the West Central Tribune attacking the Mayor and Council Members, actions of the Moving Willmar Forward group and general disruptive practices impeding the duties of the elected officials. This matter was for information only.

There being no further business to come before the Council, the meeting adjourned at 8:50 p.m. upon motion by Council Member Christianson, seconded by Council Member Dokken, and carried.

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MAYOR

Attest:

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SECRETARY TO THE COUNCIL

RICE MEMORIAL HOSPITAL

BOARD OF DIRECTORS

DECEMBER 12, 2012

FOR COUNCIL  
INFORMATION

**PRESENT:** David Anfinson, President; Michael Gardner, DDS, Treasurer; Robert Kruger, M.D., Secretary; and Directors Eric Weiberg, Jenna Fischer and Wayne Larson

**EXCUSED:** Steve Cederstrom, Vice President

**ADMINISTRATIVE STAFF:** Michael Schramm, Bill Fenske, Dale Hustedt, Teri Beyer, Wendy Ulferts, Ken Flowe, M.D., and Sandy Roelofs

**GUESTS:** Lee Cafferty, M.D., Chief of Medical Staff; Shirley Carter, Rice Health Foundation; Anne Polta, West Central Tribune

**Call to Order/Minutes:** The December 12 Board of Directors meeting was called to order at 5:35 p.m. President Anfinson introduced Ken Flowe, Chief Medical Officer, who began his duties at Rice on Monday, December 10. **ACTION: A motion was made by Director Gardner, seconded by Director Larson and carried that the minutes of the November 14 meeting be approved as written.**

**Board Education:** Wendy Ulferts presented an update to the Board on the Healthy Communities Partnership Grant. She distributed and reviewed information in regard to: 1) Penny George Institute for Health and Healing, Healthy Communities Partnership grant/program overview. 2) Review of the grant. 3) Review of the progress to date. 4) Next steps. 5) The kickoff event for Rice's grant process will be held on December 14 at Allina in Minneapolis.

**Patient Experience:** Teri Beyer reviewed two patient experiences submitted to her by Rice Hospital staff members in regard to: 1) One of the ICU staff nurses was a patient in the Emergency services Department and in her words, "had a great experience at Rice." The staff were very good at keeping her husband informed of his wife's care/treatment and were reassuring and kind. The ambulance staff were also very helpful and kept their son entertained. 2) One of the Laboratory staff's wife was a recent patient at Rice and is now home recovering. The best news is that she will recover with no further treatment. He also shared a few personal reflections from his wife's experience at Rice.

**Quality Report:** Teri Beyer distributed and reviewed a handout on the Hospital Compare HCAHPS Data. Results were shared for Rice Hospital as well as comparing Rice to other VHA hospitals throughout Minnesota.

**Financial Report:** Bill Fenske reviewed for the Board the October 31 financial statements, which were presented to the Board's Finance Committee at its meeting on December 7, in regard to the following: 1) October was a profitable month primarily due to the receipt of \$1.2 million in Meaningful Use reimbursement. 2) Expenses were up for the month by 3.5% which offset some of this. 3) The overall net income was \$1.0 million as non-operating activity incurred a slight deficit. 4) Cash and general investments have increased \$2.1 million dollars since December 31, 2011. 5) Surgical procedures were 11.8% less than budget and 13.4% less than last year. 6) The year-to-date (YTD) consolidated operating margin was 0.7% compared to the budget of 1.8% and last year's 4.5%. 7) The debt/capitalization ratio of 44% was less than the year-end target of 45%. 8) Days in accounts receivable were 58 compared to a target of 50 and last year's 55. 9) Days of cash were 121 compared to the year-end target of 126 and last year's 111. 10) The cash/debt ratio was 67% compared to the budget of 71% and last year's ratio of 54%.

**Medical Staff Report** – Dr. Lee Cafferty reviewed for the Board the minutes of the November 27 Medical Staff and Credentials Committee meetings in regard to the following: 1) Medical Staff Executive Committee Summary: a) Dr. Lucio Minces, new Infectious Disease physician, has been meeting with the Medical Staff Departments. b) The Medical Staff Executive Committee honored Sue Soderholm at the meeting in recognition of her 22 years of service to Rice and the

Hospital's Medical Staff. She retired in May of 2012 from Rice. **ACTION:** A motion was made by Director Larson, seconded by Director Fischer and carried that the minutes of the November 27, 2012 Medical Staff and Credentials Committee meetings be approved as written; and that the following appointments to the Rice Memorial Hospital Medical Staff be approved as presented and recommended: **INITIAL APPLICATIONS:** Locum Tenens Staff: **Temporary Privileges:** Thomas Chapa, M.D. – Emergency Medicine/Department of Emergency Medicine. Barton Associates, Peabody, MA. Temporary privileges for start date of 11/4/2012. Fatma Reda, M.D. – Psychiatry/Department of Psychiatry. Delta Locum Tenens, Dallas, TX. Temporary privileges for start date of 11/7/2012. **Active Staff:** Kenneth Flowe, M.D. – Emergency Medicine/Department of Emergency Medicine. Rice Memorial Hospital, Willmar, MN. Expected start date: 12/10/2012. Nasser Kazmouz, M.D. – Emergency Medicine/Department of Emergency Medicine. Rice Memorial Hospital, Willmar, MN. Temporary Privileges previously granted for start date: 10/1/2012. **Affiliate Staff:** Yong Seung Lee, M.D. – Obstetrics-Gynecology/Department of Ob-Gyn. Affiliated Community Medical Center, Marshall, MN. Previous temporary privileges for one day to assist Dr. G. Buchanan in surgical case on 8/15/2012. **Transfer from Locum Tenens:** Ralph (Skip) Powell, M.D. -- Emergency Medicine/Department of Emergency Medicine. Medical Doctor Associates, Norcross, GA. **REAPPOINTMENT APPLICATIONS:** **Active Staff:** Daniel Lister, M.D. – Orthopedist/Department of Surgery. Affiliated Community Medical Center, Willmar, MN. **Affiliate Staff:** Paul Hunt, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Aimee Johnson, M.D. – Cardiovascular Disease/Department of Internal Medicine. Park Nicollet Heart Center, St. Louis Park, MN. Jamie Pelzel, M.D. – Cardiology/Department of Internal Medicine. CentraCare Clinic, St. Cloud, MN. William Shimp, M.D. – Oncology/Department of Internal Medicine. Affiliated Community Medical Center, Willmar, MN. Mark Wilson, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Jonathan Wood, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. **Allied Health Staff:** Lowell Einerson, D.D.S. – Dentist/Department of Surgery. Private Practice, Alexandria, MN. Jennifer Freitag, CNP – Nurse Practitioner/Department of Internal Medicine. Affiliated Community Medical Center, Willmar, MN. Responsible physician: Kendal Bos, M.D. Teri Larson, PA-C – Physician Assistant/Department of Internal Medicine. Affiliated Community Medical Center, Willmar, MN. Responsible physician: J. Michael Ryan, M.D. Ross Malkuch, RN-CRNA -- Nurse Anesthetist/Department of Anesthesiology. Rice Memorial Hospital, Willmar, MN. Jared McLister, PA-C – Physician Assistant/Department of Surgery. Heartland Orthopedic Specialists, Alexandria, MN. Responsible Physician: Eric Nelson, M.D. Amanda Welle, CNP – Nurse Practitioner/Department of Surgery. Central Minnesota Neurosciences, Ltd., Sartell, MN. Responsible physician: Jeffrey Gerdes, M.D. James Zenk, D.D.S. – Dentist/Department of Surgery. Montevideo Family Dentistry, Montevideo, MN. **Locum Tenens Criteria:** The Locum Tenens criteria with the addition of the Obstetrics-Gynecology and Pediatric Departments was approved with requirements noted.

#### CEO Report – Mike Schramm:

1. He welcomed Dr. Flowe to the Hospital's Executive Team/Medical Staff. His first official day at Rice was December 10. A Hospital Staff "meet and greet" for Dr. Flowe was held earlier today.
2. Bill Fenske, Teri Beyer and their staff were commended for the Hospital's balance sheet strength. As a result, Rice's billing, revenue cycle as well as all business functions continue to improve. An outside consulting firm was engaged to complete an assessment of the Hospital's revenue cycle. They presented a recommendation to the Executive Team who is now moving forward with implementation of the opportunities presented by McGladrey.
3. Disaster Drill: The Hospital staff participated in a MCI/mock disaster drill on December 6. The drill involved an influx of patients presenting to the Hospital after a turkey fryer incident in a local residence/garage in the community. A debriefing was also held in order to review and assess the drill. One of the primary challenges of the drill was regarding communication.
4. Dental Clinic: The University of Minnesota (U of M) has received a \$175,000 grant from Delta Dental of Minnesota to help support ongoing operations at the Rice Regional Dental Clinic (RRDC). A presentation was made to the

Hospital/Dental Clinic by the U of M and Delta Dental on December 18. RRDC, which recently celebrated its fifth anniversary, serves a 17 county area.

5. Rice Care Center Project Update: a) A handout from Jon Hillerén was reviewed in regard to: i) Construction project schedule/timeline. ii) RCC construction project progress photos.
6. Rice Health Foundation: a) Progress continues on the fund raising campaign for the RCC construction project. The primary focus to date has been on internal stakeholders, but meetings have also been held with several community members who have made some significant gifts. At this point the amount of commitments and pledges made exceeds \$200,000. b) The total proceeds raised from the 2012 Holiday Festival fundraising event was \$114,000 which included the amount raised for the Sentimental Journey Program. Over 30 volunteers assisted the Foundation staff in planning/preparations for the event.
7. Rice Home Medical: Renovation project plans have been finalized for the Willmar store. Bids are out and due next week. There has been a lot of local interest in the project. Final bids for the project will be presented to the Board for review, discussion and action at the January meeting.
8. Physician Recruitment: a) Mr. Schramm met with Dr. Wehseler earlier today in regard to physician recruitment efforts/progress being made for both the Clinic and the Hospital. b) Recent physician recruitment additions to the Hospital's Medical Staff include the areas of Nephrology, Hospitalist Program, Infection Diseases, OB/GYN. c) Recruitment efforts continue in the areas of Orthopedics, Pediatrics and OB/GYN.
9. Quality and Safety: Work continues on various aspects of quality and safety at Rice for our patients, staff and visitors. Mr. Schramm commended Teri Beyer, Wendy Ulferts and their staff for all the progress being made at Rice in these areas.
10. Legislative Issues: a) Mr. Schramm and Wendy Ulferts recently met with Senator Lyle Koenen in regard to a number of legislative issues which impact Rice Hospital. They have also scheduled a meeting with Representative Sawatzky for later in the week. The primary topic of the meetings is challenges ahead for Minnesota Hospitals, including the government mandated nurse staff ratios. b) Mr. Schramm also distributed and reviewed the Minnesota Hospital Association's November newsletter which highlighted a "preview of Minnesota hospital priorities for the 2013 legislative session."

#### New Business:

1. Election of Officers: President Anfinson presented the proposed Slate of Officers for the Hospital's Board of Directors for 2013. Discussion followed. **ACTION: A motion was made by Director Larson, seconded by Director Kruger and carried that the proposed Slate of Officers for the Rice Memorial Hospital Board of Directors for 2013 be approved as presented and recommended by the Board's Executive/Nominating Committee: President – David Anfinson; Vice President – Steve Cederstrom; Treasurer – Michael Gardner, DDS; and Secretary – Jenna Fischer.**
2. Reimbursement Resolution: Bill Fenske reviewed a proposed reimbursement resolution for the Rice Care Center building project. The amount requested in the proposed resolution is a dollar amount not to exceed \$6,500,000. **ACTION: A motion was made by Director Fischer, seconded by Director Gardner and carried that the proposed Resolution of the Hospital Board of Rice Memorial Hospital, Declaring Official Intent to Reimburse Expenditures with Proceeds of Debt Pursuant to the United States Department of Treasury Regulations, in an amount not to exceed \$6,500,000, be approved as presented and recommended.**
3. Hospital Board Meeting Schedule: President Anfinson stated that he was informed that the new Board members coming onto the Board of Director in 2013 have conflicts with the current Board meeting date which is the second



Wednesday of the month. After discussion, it was the consensus of the Board that beginning in January the Hospital Board meeting date change from the second Wednesday to the third Wednesday of the month. It was also noted, that due to this change the Finance Committee meeting date will also change from the first Friday of the month to the second Friday of the month effective with the February meeting.

**Hospital Committee Reports:**

1. Care Improvement Team: Directors Weiberg and Fischer were in attendance at the December 5 meeting. Discussion was held on 2012 Quality Measures.
2. Ethics Committee: Directors Kruger and Fischer were in attendance at the December 3 meeting. Discussion was held on how the New York City Hospitals responded to the Hurricane Sandy disaster which in actuality did not differ much from the New Orleans Hurricane Katrina disaster.
3. Cancer Committee Meeting: Director Larson attended his last Cancer Committee meeting which was held on December 7.
4. Finance Committee: In attendance at the December 7 meeting were Directors Gardner, Larson, and Anfinson. Following the regular meeting, the Board representatives on the Committee met with the Jeremy Zabel and Dan Vandenberghe from the audit firm of McGladrey, LLP.
5. Shared Health Resources: President Anfinson stated that he was in attendance at the November 30 Shared Health Resources Management Committee meeting.

**Other:**

1. Mr. Schramm reminded the Board members that registrations for the January 11-13 Minnesota Hospital Association Trustee Conference are due on December 21. Please contact Sandy Roelofs if interested in attending.
2. The Governing Board self-assessment and CEO performance evaluation forms for 2012 were distributed to the Board. The Directors were asked to return the forms to Sandy Roelofs by January 4.
3. President Anfinson announced that this was the last Board of Directors meeting that Directors Kruger and Larson will be attending. He thanked them for all of their work, efforts, participation and time they have given to Rice Memorial Hospital. It was also announced that a party is being planned in honor of their service to Rice Hospital, and will be held on January 23 at 5:30 pm.
4. Special Board Meeting: The Board was reminded of the special Board Meeting which has been scheduled for Wednesday, December 19. The meeting will be held in closed session in order to review and discuss matters in litigation.

**Adjournment:** There being no further business, the Board of Directors meeting was adjourned at 7:03 p.m.

Submitted by:

Robert Kruger, M.D.

Secretary

**RESOLUTION OF THE HOSPITAL BOARD OF THE RICE MEMORIAL HOSPITAL**

**Declaring Official Intent to Reimburse Expenditures with Proceeds of Debt Pursuant to  
United States Department of Treasury Regulations.**

BE IT RESOLVED, by the Hospital Board (the "Board") of Rice Memorial Hospital (the "Hospital"):

Section 1. The Board hereby finds, determines and declares as follows:

(a) Treasury Regulations Section 1.150-2 (the "Regulations"), prescribe certain procedures applicable to obligations issued after June 3, 1993, including a requirement that an issuer or borrower timely declare its official intent to reimburse certain expenditures with the proceeds of debt to be issued by or on behalf of the issuer or borrower.

(b) The Hospital has, within 90 days prior to the date hereof, or will advance its own funds to pay certain capital costs (the "Original Expenditures") associated with the renovation of the Rice Care Center (the "Project").

(c) Funds advanced or to be advanced by the Hospital to pay the Original Expenditures do not, or will not, consist of funds that were earmarked or intended to be used by the Hospital to permanently finance the Original Expenditures.

(d) As of the date hereof, the Hospital reasonably expects that it will reimburse itself for such Original Expenditures with the proceeds of debt to be issued by the City of Willmar, Minnesota, in the amount of approximately \$6,500,000.

(e) The Hospital understands that reimbursement of Original Expenditures must occur no later than 18 months after the later of (i) the date the Original Expenditure was paid, or (ii) the date the Project is placed in service or abandoned, but in any event not later than 3 years after the Original Expenditure was paid.

(f) Each Original Expenditure was or will be either (i) of a type properly chargeable to capital accounts under general federal income tax principles, (ii) a cost of issuance with respect to the proposed debt, or (iii) a nonrecurring item that is not customarily payable from current revenues.

Section 2. This resolution will take effect upon its passage.

Adopted this 12<sup>th</sup> day of December, 2012.

RICE MEMORIAL HOSPITAL BOARD

By: \_\_\_\_\_

Its: \_\_\_\_\_

SECRETARY

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**Special Meeting**

**RICE MEMORIAL HOSPITAL  
BOARD OF DIRECTORS**

**December 19, 2012  
5:30 PM  
Board Room**

Board members in attendance: David Anfinson, Mike Gardner, DDS, Robert Kruger, MD, Jenna Fischer, Eric Weiberg, Wayne Larson.

Board members absent: Steve Cederstrom.

Others in attendance: Michael Schramm, CEO, Dale Hustedt, Teri Beyer, Bill Fenske, Wendy Ulferts, Ken Flowe, MD., Daniel McInerney, Hospital legal counsel.

**MINUTES**

1. 5:31 p.m.: President Anfinson called the meeting to order.
2. 5:32 p.m.: Motion by Mike Gardner, second by Wayne Larson to close the meeting in order to review and discuss matters of claims and litigation. Motion approved.
3. 6:30 p.m.: Motion by Mike Gardner, second by Eric Weiberg to come out of closed session. Motion approved.
4. 6:30 p.m.: President Anfinson adjourned the meeting.

WILLMAR MUNICIPAL UTILITIES MINUTES  
MUNICIPAL UTILITIES AUDITORIUM  
DECEMBER 24, 2012

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, December 24, 2012 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dave Baker, Matt Schrupp, Dan Holtz, Jerry Gesch, Carol Laumer and Jeffrey Nagel. Absent was Commissioner Steve Salzer.

Others present at the meeting were: General Manager Wesley Hompe, Manager of Electric Services Jeff Kimpling, Director of Water/District Heating Bart Murphy, Power Supply Broker Chris Carlson, Customer Service Supervisor Stacy Stien, Director of Finance Tim Hunstad, Supervisor of Power Production Jon Folkedahl, Customer Service Representative Colleen Okland, City Councilmen Bruce DeBlieck, and City Attorney Robert Scott (via teleconference).

President Baker opened the meeting by requesting a resolution to approve the Consent Agenda. Following a review, Commissioner Laumer offered a resolution to approve the Consent Agenda as presented. Commissioner Holtz seconded.

**RESOLUTION NO. 59**

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Consent Agenda be approved as presented which includes:

- ❖ Minutes from the December 10, 2012 Commission meeting; and,
- ❖ Bills represented by vouchers No. 122233 to No. 122335 inclusive in the amount of \$2,108,177.74 with a MISO credit in the amount of \$12,291.39 and an Absaloka Coal payment in the amount of \$51,630.40."

Dated this 24<sup>th</sup> day of December, 2012.

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President

ATTEST:

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Secretary

The foregoing resolution was adopted by a vote of six ayes and zero nays.

Director of Finance Hunstad along with General Manager Hompe reviewed with the Commission the November 30, 2012 Investment Report and the November 2012 Financial Report. These were for information only.

At this time, General Manager Hompe presented Commissioner Baker with a plaque of recognition and appreciation for his years of service and dedication. Commissioner Baker served on the WMU Commission from 2007-2012. Thank you for all your hard work and effort spent on behalf of the Willmar Municipal Utilities!

General Manager Hompe informed the Commission that the advertisement for the Compliance Officer position will be published shortly. Applications for the opening will be accepted through January 17<sup>th</sup>. Until this position has been officially filled, Terry Volkmann of Volkmann Consulting, Inc., will serve as the WMU consultant for all compliance related matters.

General Manager Hompe distributed the official 2013 WMU Budget Report to the Commission. The report had been formally approved by the City Council in its entirety at the December 17<sup>th</sup> City Council meeting.

General Manager Hompe reminded the Commission of the annual WMU/MMUA Tom Bovitz Memorial Scholarship program which provides funding for post-secondary education. Winners of the scholarships must be WMU customers. The subject of the submitted essays would focus on the awareness of public power and energy conservation. Following discussion, Commissioners Nagel & Laumer and Customer Service Supervisor Stien volunteered to review and evaluate the submitted scholarship applications.

General Manager Hompe reminded the Commissioners that anyone interested in attending either the MMUA Legislative Conference (February 13-15) or the APPA Legislative Conference (March 11-13) was asked to contact Beth at the office (235-4422) so that arrangements may be made.

With no other business to come before the Commission, Commissioner Schrupp made a motion to adjourn the meeting. Commissioner Holtz seconded the motion, and the meeting was adjourned by a vote of six ayes and zero nays.

Respectfully submitted,

WILLMAR MUNICIPAL UTILITIES.

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Jeff Kimpling  
Manager of Electric Services

ATTEST:

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Matt Schrupp, Secretary

## Application for Exempt Permit

Exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

## Application fee

If application posted or received:

less than 30 days  
before the event

\$100

more than 30 days  
before the event

\$50

## ORGANIZATION INFORMATION

Organization name

Previous gambling permit number

Willmar Hockey Association

Minnesota tax ID number, if any

Federal employer ID number (FEIN), if any

23-7087204

Type of nonprofit organization. Check one.

☐

Fraternal

☐

Religious

☐

Veterans

☒

Other nonprofit organization

Mailing address

City

State

Zip code

County

P.O. Box 445

Willmar

MN

56201

U.S.

Name of chief executive officer [CEO]

Daytime phone number

E-mail address

Kip R. Oveson

320-212-4164

kip.oveson@willmarhockey.com

## NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status.

☐

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.

Don't have a copy? This certificate must be obtained each year from:

Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103

Phone: 651-296-2803

☒

IRS income tax exemption [501(c)] letter in your organization's name.

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

☐

IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]

If your organization falls under a parent organization, attach copies of both of the following:

- IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
- the charter or letter from your parent organization recognizing your organization as a subordinate.

## GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.

Willmar Civic Center

Address [do not use PO box]

City or township

Zip code

County

2207 Arena Dr.

Willmar

56201

U.S.

Date[s] of activity. For raffles, indicate the date of the drawing.

February 8, 2013

Check each type of gambling activity that your organization will conduct.

Bingo\*

☒

Raffle

Paddlewheels\*

Pull-tabs\*

Tipboards\*

\*Gambling equipment for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to [www.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT****CITY APPROVAL  
for a gambling premises  
located within city limits**

- ☒ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].
- ☐ The application is denied.

Print city name City of WillmarSignature of city personnel [Signature]Title City Clerk Treasurer Date 12-17-12**Local unit of government must sign****COUNTY APPROVAL  
for a gambling premises  
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print county name \_\_\_\_\_

Signature of county personnel \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**TOWNSHIP -If required by county.** On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name \_\_\_\_\_

Signature of township officer \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief executive officer's signature Kip R. OvesonDate 12-10-12Print name Kip R. Oveson**Print form and have CEO sign****REQUIREMENTS****Reset form****Complete a separate application for:**

- all gambling conducted on two or more consecutive days, or
  - all gambling conducted on one day.
- Only one application is required if one or more raffle drawings are conducted on the same day.

**Send application with:**

- ☐ a copy of your proof of nonprofit status, and
- ☐ application fee. Make check payable to "State of Minnesota."

**To:** Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Financial report and recordkeeping required**

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at [www.gcb.state.mn.us](http://www.gcb.state.mn.us).

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

**Questions?**

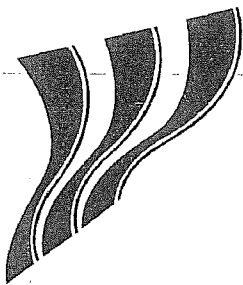
Call the Licensing Section of the Gambling Control Board at 651-639-4000.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: \_\_\_\_\_

Meeting Date: January, 2013

Attachments: Yes No ☒

CITY COUNCIL ACTION

Date: \_\_\_\_\_

☐ Approved ☐ Denied  
☐ Amended ☐ Tabled  
☐ Other

Originating Department: Willmar Police Department

Action Requested: To be allowed to sell a used lidar unit to the Atwater Police Department for \$300.00.

Guiding Principle: To acquire maximum return of invested dollars on disposal of used city equipment.

Introduction: The Willmar Police Department uses two different speed measuring devices (lidar and radar) for local speed enforcement.

In 2012, WPD had budgeted for and replaced a lidar unit due to age and overall component wear/tear. The original lidar being replaced was purchased in 1999 at a cost of \$2662.00 and has a normal rated life expectancy of 8 years. The replacement lidar was purchased in November, 2012 at a cost of \$2312.00.

Atwater Police Department has expressed interest in our used lidar unit and has offered \$300.00 for the unit.

Background/Justification: Atwater Police Department does not have lidar and enforces speed strictly through the use of radar. Acquiring a used lidar is beneficial to them. Selling the device at an upcoming city auction will garner less than \$100.00 return. A vendor allowed a \$125.00 credit on purchase of another unit.

Fiscal Impact: Return of \$300.00 to the city general fund.

Alternatives: Place in City Auction – possible realized value \$100.00 minus 10% for auctioneer fees.  
Use in trade on new equipment – offered credit value of \$125.00

Staff Recommendation: To sell the used lidar unit to the Atwater Police Department.

Reviewed by: 

Preparer: David Wyffels

Signature: 

Comments:



Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
AFFORDABLE PUMPING SERVI 002404 35154 12/31/12 SEPTIC PUMPING	170.00		20670		D N	CLEANING AND WAS	101.43430.0338
AMERICAN WELDING & GAS I 000057 35155 12/31/12 WELDING GAS 35155 12/31/12 CYLINDER RENTAL	54.19 11.22 65.41 65.41		02006860 02015811 *CHECK TOTAL		D N D N	GENERAL SUPPLIES RENTS	101.43425.0229 101.43425.0440
VENDOR TOTAL							
AMERIPRIDE LINEN & APPAR 000051 35156 12/31/12 TOWEL SERVICE 35156 12/31/12 TOWEL SERVICE	30.10 26.72 56.82 56.82		2200319078 2200324227 *CHECK TOTAL		D N D N	CLEANING AND WAS CLEANING AND WAS	101.43425.0338 101.43425.0338
VENDOR TOTAL							
AT&T MOBILITY 000075 35157 12/31/12 WIRELESS INTERNET SERV.	38.42		287250169600		D N	COMMUNICATIONS	101.41402.0330
BATTERY WHOLESALERS INC 002860 35158 12/31/12 BATTERY	230.84		11757		D N	INVENTORIES-MDSE	101.125000
BENNETT OFFICE TECHNOLOG 000099 35159 12/31/12 OFFICE SUPPLIES 35159 12/31/12 OFFICE SUPPLIES 35159 12/31/12 OFFICE SUPPLIES 35159 12/31/12 OFFICE SUPPLIES	46.91 31.27 29.92 19.94 128.04 128.04		176593 176593 176835 176835 *CHECK TOTAL		D N D N D N D N	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	651.48474.0220 651.48475.0220 651.48474.0220 651.48475.0220
VENDOR TOTAL							
BERNICK'S PEPSI-COLA CO 000103 35160 12/31/12 CONCESSION SUPPLIES 35160 12/31/12 CONCESSION SUPPLIES 35160 12/31/12 OFFICE COFFEE	132.45 203.52 78.96 414.93 414.93		3310 5388 6248 *CHECK TOTAL		D N D N D N	GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES	101.45433.0229 101.45433.0229 101.43425.0229
VENDOR TOTAL							
BOLTON & MENK INC 001010 35161 12/31/12 INTERIM CITY ENG SERVICE 35161 12/31/12 2012 PAVEMENT REHAB.	840.00 5,300.00 6,140.00 6,140.00		0152353 0152796 *CHECK TOTAL		D N D N	PROFESSIONAL SER PROFESSIONAL SER	101.43417.0446 101.43430.0446
VENDOR TOTAL							
BONNEMA/MEGAN 002727 35162 12/31/12 MILEAGE 9/6-12/27/12	10.65		123112		D N	TRAVEL-CONF.-SCH	101.41402.0333
BOUND TREE MEDICAL LLC 002833 35163 12/31/12 AED PADS	149.84		80945745		D N	GENERAL SUPPLIES	101.42412.0229

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER  
CHECK# DATE DESCRIPTION

AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
65.00		3230		D N	MTCE. OF STRUCTU	101.45435.0335
32.13		904876301		D N	MTCE. OF STRUCTU	101.42412.0225
405.59		904915835		D N	MTCE. OF STRUCTU	651.48474.0225
34.59		904915835		D N	GENERAL SUPPLIES	651.48474.0229
2.47		904961037		D N	MTCE. OF OTHER I	651.48478.0226
4.20CR		904977950		D N	MTCE. OF OTHER I	651.48476.0226
37.94CR		904977951		D N	MTCE. OF OTHER I	651.48476.0226
432.64	*CHECK TOTAL					
432.64						
13.98		918295		D N	MTCE. OF EQUIPME	101.43425.0224
28.32		918433		D N	MTCE. OF EQUIPME	101.43425.0224
17.07		918589		D N	GENERAL SUPPLIES	101.45433.0229
59.37	*CHECK TOTAL					
59.37						
26.59		12380274		D N	RENTS	101.43425.0440
400.00		STMT/11-12		D N	PREPAID EXPENSES	101.128000
300.00		STMT/11-12		D N	PREPAID EXPENSES	101.128000
14.45		STMT/11-12		D N	OTHER CHARGES	101.41400.0449
335.03		STMT/11-12		D N	SMALL TOOLS	101.41400.0449
49.00		STMT/11-12		D N	SUBSCRIPTIONS AN	101.41409.0221
29.00		STMT/11-12		D N	PROFESSIONAL SER	101.41409.0446
177.54		STMT/11-12		D N	GENERAL SUPPLIES	101.42411.0229
200.00		STMT/11-12		D N	TRAVEL-CONF.-SCH	101.43417.0333
69.98		STMT/11-12		D N	MACHINERY AND AU	450.42411.0553
1,575.00	*CHECK TOTAL					
1,575.00						
38.46		173		D N	TRAVEL-CONF.-SCH	101.42411.0333
100.00		113012		D M 07	PROFESSIONAL SER	101.42411.0446
50.00		120412		D M 07	PROFESSIONAL SER	101.42411.0446
50.00		120512		D M 07	PROFESSIONAL SER	101.42411.0446
100.00		121512		D M 07	PROFESSIONAL SER	101.42411.0446
300.00	*CHECK TOTAL					
300.00						
12.82		6007936/12-12		D N	UTILITIES	101.43430.0332

VENDOR NAME AND NUMBER  
CHECK# DATE DESCRIPTION

BRAD'S PLUMBING  
35164 12/31/12 CHECKED LEAKING WTR HTR

BSE  
35165 12/31/12 BALLAST/FLOOD LIGHTS

35165 12/31/12 FUSES

35165 12/31/12 ELECTRICAL TAPE

35165 12/31/12 LOADOUT BLDG-PARTS

35165 12/31/12 WELSHIRE L.S. PARTS

35165 12/31/12 WELSHIRE L.S. PARTS

VENDOR TOTAL

C D & T INC AUTO PARTS  
35166 12/31/12 #067863-RV TRLR PLUGS

35166 12/31/12 #039839-HYD. FITTING

35166 12/31/12 SUPPLIES

VENDOR TOTAL

CANON FINANCIAL SERVICES  
35167 12/31/12 COPIER LEASE AGRMT

CARDMEMBER SERVICE  
35148 12/21/12 HOEKSTRA-SEMINAR REGIS.

35148 12/21/12 ROSEMEIER-SEMINAR REGIS.

35148 12/21/12 FINANCE CHARGE

35148 12/21/12 SMALL TOOLS

35148 12/21/12 USTREAM VIDEO SUBSCRIP.

35148 12/21/12 PROFESSIONAL SERVICES

35148 12/21/12 GUN CLEANING SUPPLIES

35148 12/21/12 HOEKSTRA-SEMINAR REGIS.

35148 12/21/12 CABLES-THERMAL IMAGERS

VENDOR TOTAL

CARRANZA/NOE  
35169 12/31/12 PROFESSIONAL SERVICES

35169 12/31/12 PROFESSIONAL SERVICES

35169 12/31/12 PROFESSIONAL SERVICES

35169 12/31/12 PROFESSIONAL SERVICES

VENDOR TOTAL

CENTERPOINT ENERGY  
35170 12/31/12 NATURAL GAS CHARGES

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INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CENTERPOINT ENERGY 35170 12/31/12	000467 NATURAL GAS CHARGES	2,372.99		6007939/12-12		D N	UTILITIES	101.43425.0332
35170 12/31/12	NATURAL GAS CHARGES	1,058.80		6061271/12-12		D N	UTILITIES	101.45433.0332
35170 12/31/12	NATURAL GAS CHARGES	1,646.00		6084836/12-12		D N	UTILITIES	101.45435.0332
35170 12/31/12	NATURAL GAS CHARGES	2,083.21		6085332/12-12		D N	UTILITIES	101.45433.0332
35170 12/31/12	NATURAL GAS CHARGES	579.45		6102726/12-12		D N	UTILITIES	101.42412.0332
35170 12/31/12	NATURAL GAS CHARGES	661.64		6725927/12-12		D N	UTILITIES	101.43430.0332
35170 12/31/12	NATURAL GAS CHARGES	12.82		7177865/12-12		D N	UTILITIES	101.43430.0332
35170 12/31/12	NATURAL GAS CHARGES	273.06		8503501/12-12		D N	UTILITIES	651.48477.0332
35170 12/31/12	NATURAL GAS CHARGES	718.10		8512023/12-12		D N	UTILITIES	651.48477.0332
35170 12/31/12	NATURAL GAS CHARGES	5,249.98		8795475/12-12		D N	UTILITIES	651.48474.0332
35170 12/31/12	NATURAL GAS CHARGES	3,499.99		8795475/12-12		D N	UTILITIES	651.48475.0332
	VENDOR TOTAL	17,168.86		*CHECK TOTAL				
CHAMBERLAIN OIL CO 35171 12/31/12	000154 FLOOR DRY	77.70		107152		D N	INVENTORIES-MDSE	101.125000
CHARTER COMMUNICATIONS 35172 12/31/12	000736 MONTHLY PHONE SERVICE	156.89		1251/12-12		D N	COMMUNICATIONS	101.41409.0330
CHRISTENSON/LYNETTE 35173 12/31/12	002735 OFFICE SUPPLIES	88.84		122112		D N	OFFICE SUPPLIES	101.45433.0220
CITY OF WILLMAR-ICE AREN 35174 12/31/12	000163 ICE TIME RENTAL	325.00		806-2		D N	RENTS	101.45432.0440
35174 12/31/12	ICE TIME RENTAL	2,320.00		819-2		D N	RENTS	101.45432.0440
35174 12/31/12	ICE TIME RENTAL	825.00		823-1		D N	RENTS	101.45432.0440
	VENDOR TOTAL	3,470.00		*CHECK TOTAL				
COALITION OF GREATER MN 35175 12/31/12	000168 2013 GENERAL ASSESME	31,955.00		081612		D N	PREPAID EXPENSES	101.128000
COLEPAPERS INC 35176 12/31/12	000170 ANTIBACTERIAL SOAP	220.44		8812877		D N	CLEANING AND WAS	101.45427.0228
35176 12/31/12	ICE MELT	126.11		8812877		D N	GENERAL SUPPLIES	101.45427.0229
35176 12/31/12	TOILET TISSUE/HAND TWLS	274.01		8814610		D N	GENERAL SUPPLIES	101.45435.0229
	VENDOR TOTAL	620.56		*CHECK TOTAL				
COMMUNITY MARKETING COAL 35177 12/31/12	002063 CMC PARTNERSHIP-2013	1,500.00		121212		D N	PREPAID EXPENSES	101.128000
CROWN EQUIPMENT CORPORAT 35178 12/31/12	002995 SOLENOID-PALLET JACK	25.97		166045827		D N	MTCE. OF EQUIPME	651.48474.0224
35178 12/31/12	SOLENOID-PALLET JACK	17.31		166045827		D N	MTCE. OF EQUIPME	651.48475.0224
	VENDOR TOTAL	43.28		*CHECK TOTAL				

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
CULLIGAN STERLING WATER 000188 35179 12/31/12 SOFTENER RENTAL	32.28		112508-9/11-12		D N	RENTS	101.45432.0440
DAN'S SHOP INC 002212 35180 12/31/12 FILTERS	162.75		57827		D N	INVENTORIES-MDSE	101.125000
DAWSON/MATT 01953 35181 12/31/12 REIMB. FOR HOCKEY EQUIP	467.35		122012		D N	GENERAL SUPPLIES	101.45433.0229
DELTA DENTAL OF MINNESOTA 002867 35182 12/31/12 DENTAL INSURANCE-JAN	26.55		5015931		D N	PREPAID EXPENSES	101.128000
DEPT OF HUMAN SERVICES 000009 35183 12/31/12 CLEANING SERVICES	67.50		00000111472		D N	CLEANING AND WAS	101.45435.0338
DOOLEY'S PETROLEUM INC 002163 35149 12/21/12 3,000 GALLONS UNLEADED 35149 12/21/12 5,000 GALLONS DIESEL	8,387.10 16,420.00 24,807.10		6846490 8812240 *CHECK TOTAL		D N D N	INVENTORIES-MDSE INVENTORIES-MDSE	101.125000 101.125000
VENDOR TOTAL	24,807.10						
DYNA SYSTEMS 000223 35184 12/31/12 WELDING CLAMPS 35184 12/31/12 CABLE TIES/PAINT	176.22 231.03 407.25		20633814 20633814 *CHECK TOTAL		D N D N	SMALL TOOLS GENERAL SUPPLIES	101.43425.0221 101.43425.0229
VENDOR TOTAL	407.25						
ED DAVIS BUSINESS MACHIN 000229 35185 12/31/12 OFFICE SUPPLIES	136.67		120166		D N	OFFICE SUPPLIES	101.42412.0220
EDWARDS/SUSAN A 002198 35186 12/31/12 MILEAGE-LETG TRAINING	132.09		172		D N	TRAVEL-CONF.-SCH	101.42411.0333
ERICKSON/PATSY 000952 35187 12/31/12 MILEAGE 06/04-12/19/12	53.28		122112		D N	TRAVEL-CONF.-SCH	101.41404.0333
FARNAM'S GENUINE PARTS 000249 35188 12/31/12 OIL/LUBE	50.52		400007137		D N	MOTOR FUELS AND	101.45433.0222
FASTENAL COMPANY 001188 35189 12/31/12 NUTS/BOLTS	101.38		MNWIL99760		D N	MTCE. OF EQUIPME	101.43425.0224
FLODSTOM/COLLEEN 01954 35190 12/31/12 GARDEN CLEAN-UP DEPOSIT	15.00		122612		D N	DEPOSITS	101.230000
G & K SERVICES 002465 35191 12/31/12 CLEANING SERVICES 35191 12/31/12 CLEANING SERVICES	51.46 51.46 102.92		1007320764 1007335760 *CHECK TOTAL		D N D N	CLEANING AND WAS CLEANING AND WAS	101.43430.0338 101.43430.0338
VENDOR TOTAL	102.92						

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INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT	
GENERAL MAILING SERVICES 000293											
35192	12/31/12	UPS CHARGES		26.12	7844			D	N	POSTAGE	
35192	12/31/12	UPS CHARGES/SPEEDEE		29.66	7844			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/19 - 11/23/12	28.90	7865			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/19 - 11/23/12	14.30	7865			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/19 - 11/23/12	124.70	7865			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/19 - 11/23/12	1.65	7865			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/19 - 11/23/12	6.60	7865			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/19 - 11/23/12	15.00	7865			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/19 - 11/23/12	1.65	7865			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/19 - 11/23/12	1.10	7865			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/19 - 11/23/12	2.55	7865			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/19 - 11/23/12	0.55	7865			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/19 - 11/23/12	1.10	7865			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/19 - 11/23/12	0.33	7865			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/19 - 11/23/12	0.22	7865			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/19 - 11/23/12	119.00	7905			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/26 - 11/30/12	15.95	7905			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/26 - 11/30/12	11.55	7905			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/26 - 11/30/12	24.75	7905			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/26 - 11/30/12	0.55	7905			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/26 - 11/30/12	15.00	7905			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/26 - 11/30/12	4.95	7905			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/26 - 11/30/12	1.90	7905			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/26 - 11/30/12	2.75	7905			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/26 - 11/30/12	0.55	7905			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/26 - 11/30/12	0.55	7905			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/26 - 11/30/12	4.40	7905			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/26 - 11/30/12	1.65	7905			D	N	POSTAGE	
35192	12/31/12	POSTAGE	11/26 - 11/30/12	1.10	7905			D	N	POSTAGE	
35192	12/31/12	POSTAGE	12/03 - 12/07/12	44.20	7985			D	N	POSTAGE	
35192	12/31/12	POSTAGE	12/03 - 12/07/12	49.30	7985			D	N	POSTAGE	
35192	12/31/12	POSTAGE	12/03 - 12/07/12	62.70	7985			D	N	POSTAGE	
35192	12/31/12	POSTAGE	12/03 - 12/07/12	14.30	7985			D	N	POSTAGE	
35192	12/31/12	POSTAGE	12/03 - 12/07/12	15.00	7985			D	N	POSTAGE	
35192	12/31/12	POSTAGE	12/03 - 12/07/12	0.55	7985			D	N	POSTAGE	
35192	12/31/12	POSTAGE	12/03 - 12/07/12	0.55	7985			D	N	POSTAGE	
35192	12/31/12	POSTAGE	12/03 - 12/07/12	1.45	7985			D	N	POSTAGE	
35192	12/31/12	POSTAGE	12/03 - 12/07/12	1.35	7985			D	N	POSTAGE	
35192	12/31/12	POSTAGE	12/03 - 12/07/12	2.90	7985			D	N	POSTAGE	
35192	12/31/12	POSTAGE	12/03 - 12/07/12	7.15	7985			D	N	POSTAGE	
35192	12/31/12	POSTAGE	12/03 - 12/07/12	1.65	7985			D	N	POSTAGE	
35192	12/31/12	POSTAGE	12/03 - 12/07/12	3.85	7985			D	N	POSTAGE	
35192	12/31/12	POSTAGE	12/03 - 12/07/12	1.23	7985			D	N	POSTAGE	
35192	12/31/12	POSTAGE	12/03 - 12/07/12	0.82	7985			D	N	POSTAGE	
35192	12/31/12	POSTAGE	12/03 - 12/07/12	668.23							
				668.23	*CHECK TOTAL						
VENDOR TOTAL				668.23							

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
GILLJUND ENTERPRISES 35193 12/31/12 OIL/GAS TREATMENT & LUBE 002425	873.92		770724		D N	INVENTORIES-MDSE	101.125000
GRAHAM CONNECTIONS LLC 35194 12/31/12 PROFESSIONAL SERVICES 002763	271.30		121214		D N	PROFESSIONAL SER	651.48474.0446
35194 12/31/12 PROFESSIONAL SERVICES	180.87		121214		D N	PROFESSIONAL SER	651.48475.0446
VENDOR TOTAL	452.17	*CHECK	TOTAL				
GRAINGER INC 35195 12/31/12 L.S. PARTS 000786	72.66		9019693424		D N	MTCE. OF EQUIPME	651.48476.0224
HAUG IMPLEMENT CO - JOHN 35196 12/31/12 #126466-FUEL FILTER KIT 000324	95.77		114450		D N	MTCE. OF EQUIPME	101.43425.0224
HAUG-KUBOTA LLC 35197 12/31/12 KUBOTA FAN BELT 002609	16.00		2325		D N	MTCE. OF EQUIPME	651.48474.0224
35197 12/31/12 KUBOTA FAN BELT	10.67		2325		D N	MTCE. OF EQUIPME	651.48475.0224
35197 12/31/12 TRACTOR PARTS	47.45		2359		D N	MTCE. OF EQUIPME	101.45433.0224
VENDOR TOTAL	74.12	*CHECK	TOTAL				
HAWKINS INC 35198 12/31/12 FERRIC CHLORIDE 000325	4,892.53		3415629 RI		D N	GENERAL SUPPLIES	651.48475.0229
HD SUPPLY WATERWORKS LTD 35199 12/31/12 HYDRANT PARTS 002130	1,495.50		5846302		D N	MTCE. OF OTHER I	101.43425.0226
HERITAGE BANK 35151 12/27/12 INVESTMENT 000001	2,638,000.00		122712		D N	INVESTMENTS	101.109000
35151 12/27/12 INVESTMENT	9,000.00		122712		D N	INVESTMENTS	220.109000
35151 12/27/12 INVESTMENT	5,000.00		122712		D N	INVESTMENTS	295.109000
35151 12/27/12 INVESTMENT	1,000.00		122712		D N	INVESTMENTS	302.109000
35151 12/27/12 INVESTMENT	1,000.00		122712		D N	INVESTMENTS	307.109000
35151 12/27/12 INVESTMENT	1,000.00		122712		D N	INVESTMENTS	309.109000
35151 12/27/12 INVESTMENT	1,000.00		122712		D N	INVESTMENTS	311.109000
35151 12/27/12 INVESTMENT	25,000.00		122712		D N	INVESTMENTS	350.109000
35151 12/27/12 INVESTMENT	166,000.00		122712		D N	INVESTMENTS	411.109000
35151 12/27/12 INVESTMENT	140,000.00		122712		D N	INVESTMENTS	412.109000
35151 12/27/12 INVESTMENT	11,000.00		122712		D N	INVESTMENTS	427.109000
35151 12/27/12 INVESTMENT	2,000.00		122712		D N	INVESTMENTS	450.109000
VENDOR TOTAL	3,000,000.00	*CHECK	TOTAL				
35152 12/28/12 INVESTMENT	972,000.00		122812		D N	INVESTMENTS	101.109000
35152 12/28/12 INVESTMENT	3,000.00		122812		D N	INVESTMENTS	207.109000
35152 12/28/12 INVESTMENT	12,000.00		122812		D N	INVESTMENTS	208.109000
35152 12/28/12 INVESTMENT	9,000.00		122812		D N	INVESTMENTS	741.109000
35152 12/28/12 INVESTMENT	4,000.00		122812		D N	INVESTMENTS	742.109000
VENDOR TOTAL	1,000,000.00	*CHECK	TOTAL				
VENDOR TOTAL	4,000,000.00						

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HOME DEPOT CREDIT SERVICE	000058			0.10		7021676			SALES TAX PAYABL	101.206000
35200 12/31/12 CITY SALES TAX				21.45		7021676		D N	GENERAL SUPPLIES	101.45433.0229
35200 12/31/12 SUPPLIES				21.55		*CHECK TOTAL		D N		
VENDOR TOTAL				21.55						
HYDRITE CHEMICAL CO	002837			8,903.40		01549323		D N	GENERAL SUPPLIES	651.48475.0229
35201 12/31/12 MAGNESIUM HYDROXIDE										
HYSER/BETTY	.01955			15.00		122712		D N	DEPOSITS	101.230000
35202 12/31/12 GARDEN CLEAN-UP DEPOSIT										
INDEPENDENT SCHOOL DIST	000348			82.84		5026		D N	COMMUNICATIONS	207.45001.0330
35203 12/31/12 PH. LINE CHARGED TO SCHL										
INTERSTATE POWER SYSTEMS	001699			45.55		543742 RI		D N	MTCE. OF EQUIPME	651.48474.0224
35204 12/31/12 HVAC PARTS				30.37		543742 RI		D N	MTCE. OF EQUIPME	651.48475.0224
35204 12/31/12 HVAC PARTS				75.92		*CHECK TOTAL				
VENDOR TOTAL				75.92						
IVERSON/JEAN	.01780			15.00		122712		D N	DEPOSITS	101.230000
35205 12/31/12 GARDEN CLEAN-UP DEPOSIT										
JOHNSTONE SUPPLY	002855			1,474.81		153280		D N	MTCE. OF EQUIPME	101.45433.0224
35206 12/31/12 FREON FOR COMPRESSOR										
KARSTEN/PEGGY	.01524			30.00		122712		D N	DEPOSITS	101.230000
35207 12/31/12 GARDEN CLEAN-UP DEPOSIT										
KENT'S AUTO BODY	002764			170.84		3436		D N	WORKERS COMP. SE	101.41428.0821
35208 12/31/12 CAR #7 REPAIR-PARTS				358.60		3436		D N	WORKERS COMP. SE	101.41428.0821
35208 12/31/12 CAR #7 REPAIR-LABOR				529.44		*CHECK TOTAL				
VENDOR TOTAL				529.44						
KRISS PREMIUM PRODUCTS I	002122			109.78		125922		D N	MTCE. OF EQUIPME	101.45433.0224
35209 12/31/12 REFRIGERATION FLUID										
LAKE REGION FIRE FIGHTER	001298			40.00		247		D N	PREPAID EXPENSES	101.128000
35210 12/31/12 MEMBERSHIP DUES										
LINCOLN FINANCIAL GROUP	002789			2,738.50		M258		D N	PREPAID EXPENSES	101.128000
35211 12/31/12 LIFE INSURANCE-JANUARY				8.75		M258		D N	PREPAID EXPENSES	207.128000
35211 12/31/12 LIFE INSURANCE-JANUARY				96.25		M258		D N	PREPAID EXPENSES	651.128000
35211 12/31/12 LIFE INSURANCE-JANUARY				2,843.50		*CHECK TOTAL				
VENDOR TOTAL				2,843.50						

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
LOCATORS & SUPPLIES INC 002162 35212 12/31/12 SAFETY CAP VISOR MOUNTS	60.50		0209287		D N	SUBSISTENCE OF P	101.43425.0227
MADDEN, GALANTER, HANSON 000429 35213 12/31/12 PROFESSIONAL SERVICES	5,008.05		STMT/11-12		D N	LABOR NEGOTIATOR	101.41428.0806
35213 12/31/12 PROFESSIONAL SERVICES	5,093.38	*CHECK	STMT/11-12		D N	LABOR NEGOTIATOR	101.41428.0806
VENDOR TOTAL	5,093.38						
MADISON NATIONAL LIFE 002349 35214 12/31/12 LTD PREMIUM-JANUARY	1,266.09		198		D N	PREPAID EXPENSES	101.128000
35214 12/31/12 LTD PREMIUM-JANUARY	13.68		198		D N	PREPAID EXPENSES	207.128000
35214 12/31/12 LTD PREMIUM-JANUARY	148.91		198		D N	PREPAID EXPENSES	651.128000
VENDOR TOTAL	1,428.68	*CHECK	TOTAL				
MAXIMUM CRUISE AVIATION 002675 35215 12/31/12 ON SITE MGMT SERV-NOV	1,666.66		STMT/11-12		D N	PROFESSIONAL SER	101.43430.0446
35215 12/31/12 ON SITE MGMT SERV-DEC	1,666.66		STMT/12-12		D N	PROFESSIONAL SER	101.43430.0446
VENDOR TOTAL	3,333.32	*CHECK	TOTAL				
MCCARTHY/STEPHANIE .01956 35216 12/31/12 GARDEN CLEAN-UP DEPOSIT	15.00		122712		D N	DEPOSITS	101.230000
MENARDS 000449 35217 12/31/12 WALL PROJECT-MATERIALS	271.59		10563		D N	MTCE. OF STRUCTU	101.45433.0225
35217 12/31/12 SMALL TOOLS	43.28		10646		D N	SMALL TOOLS	651.48478.0221
35217 12/31/12 SMALL TOOLS	43.27		10646		D N	SMALL TOOLS	651.48478.0221
35217 12/31/12 PLANT SUPPLIES	61.99		11134		D N	GENERAL SUPPLIES	651.48474.0229
VENDOR TOTAL	420.13	*CHECK	TOTAL				
METRO FIRE 000450 35218 12/31/12 HELMET GOGGLE COVERS	54.23		45799		D N	SUBSISTENCE OF P	101.42412.0227
35218 12/31/12 SCBA FLOW TEST	74.66		45868		D N	PROFESSIONAL SER	101.42412.0446
35218 12/31/12 FIRE HELMETS	652.22		45887		D N	SUBSISTENCE OF P	101.42412.0227
VENDOR TOTAL	781.11	*CHECK	TOTAL				
MILLS AUTOMOTIVE GROUP 000432 35219 12/31/12 #042332-BRAKE PARTS	106.06		1929637		D N	MTCE. OF EQUIPME	101.43425.0224
MINNEAPOLIS FINANCE DEPA 000466 35220 12/31/12 PROFESSIONAL SERVICES	123.60		400413003439		D N	PROFESSIONAL SER	101.42411.0446
MN DEPT OF REVENUE 000492 182 12/20/12 SALES TAX-NOVEMBER	43.00		STMT/11-12		M N	SALES TAX PAYABL	101.206000



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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	B	X	M	ACCOUNT NAME	ACCOUNT
MN DEPT OF REVENUE			000492												
182 12/20/12			USE TAX-NOVEMBER	0.23CR		STMT/11-12		M	N					SALES TAX PAYABL	101.206000
182 12/20/12			USE TAX-NOVEMBER	12.42CR		STMT/11-12		M	N					SALES TAX PAYABL	101.206000
182 12/20/12			USE TAX-NOVEMBER	0.22CR		STMT/11-12		M	N					SALES TAX PAYABL	101.206000
182 12/20/12			USE TAX-NOVEMBER	0.75CR		STMT/11-12		M	N					SALES TAX PAYABL	101.206000
182 12/20/12			USE TAX-NOVEMBER	1.39CR		STMT/11-12		M	N					SALES TAX PAYABL	101.206000
182 12/20/12			USE TAX-NOVEMBER	0.53CR		STMT/11-12		M	N					SALES TAX PAYABL	101.206000
182 12/20/12			USE TAX-NOVEMBER	214.00		STMT/11-12		M	N					SALES TAX PAYABL	101.206000
182 12/20/12			USE TAX-NOVEMBER	53.73		STMT/11-12		M	N					SMALL TOOLS	101.42411.0221
182 12/20/12			USE TAX-NOVEMBER	16.13		STMT/11-12		M	N					GENERAL SUPPLIES	101.42411.0229
182 12/20/12			USE TAX-NOVEMBER	13.62		STMT/11-12		M	N					SMALL TOOLS	101.42412.0221
182 12/20/12			DIESEL FUEL TAX-NOVEMBER	204.28		STMT/11-12		M	N					MOTOR FUELS AND	101.43425.0222
182 12/20/12			USE TAX-NOVEMBER	45.50		STMT/11-12		M	N					MOTOR FUELS AND	101.43425.0222
182 12/20/12			USE TAX-NOVEMBER	2.62		STMT/11-12		M	N					MOTOR FUELS AND	101.43430.0222
182 12/20/12			USE TAX-NOVEMBER	0.88		STMT/11-12		M	N					MOTOR FUELS AND	101.45433.0222
182 12/20/12			USE TAX-NOVEMBER	615.06		STMT/11-12		M	N					GENERAL SUPPLIES	651.48475.0229
182 12/20/12			DIESEL FUEL TAX-NOVEMBER	42.53		STMT/11-12		M	N					MOTOR FUELS AND	651.48476.0222
			VENDOR TOTAL	1,235.81		*CHECK TOTAL									
MN DEPT OF TRANSPORTATIO			000497												
35221 12/31/12			MATERIAL SAMPLE TESTS	978.60		P00001277		D	N					OTHER SERVICES	412.48451.0339
MN ELEVATOR INC			000499												
35222 12/31/12			ELEVATOR REPAIR-LABOR	481.99		263848		D	N					MTCE. OF STRUCTU	101.41408.0335
MN RECREATION & PARK ASS			000513												
35223 12/31/12			BONK-MEMBERSHIP DUES	235.00		122112		D	N					PREPAID EXPENSES	101.128000
35223 12/31/12			BRISSENDINE-MBRSH DUES	293.00		122112		D	N					PREPAID EXPENSES	101.128000
			VENDOR TOTAL	528.00		*CHECK TOTAL									
MONSON CORPORATION			000126												
35224 12/31/12			SNOW HAULING	5,825.00		1458CC		D	N					OTHER SERVICES	101.43425.0339
MORSE/DALE			.01784												
35225 12/31/12			GARDEN CLEAN-UP DEPOSIT	15.00		122712		D	N					DEPOSITS	101.230000
MORTON SALT INC			002997												
35226 12/31/12			ROAD SALT	1,931.98		5400049652		D	N					GENERAL SUPPLIES	101.43425.0229
35226 12/31/12			ROAD SALT	1,937.40		5400050562		D	N					GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	3,869.38		*CHECK TOTAL									
MUNICIPAL UTILITIES			000541												
35227 12/31/12			2012 PERA STATE AID	7,604.00		122612		D	N					REFUNDS AND REIM	101.41428.0882
MVTL LABORATORIES INC			000544												
35228 12/31/12			PROFESSIONAL SERVICES	34.80		636691		D	N					PROFESSIONAL SER	651.48474.0446

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MVTL LABORATORIES INC 35228 12/31/12 PROFESSIONAL SERVICES	23.20		636691				
VENDOR TOTAL	58.00		*CHECK TOTAL				
NELSON INTERNATIONAL 35229 12/31/12 #101303-WATER PUMP	127.50		595811		D N	MTCE. OF EQUIPME	101.43425.0224
35229 12/31/12 #101303-BELT TENSIONER	140.49		595941		D N	MTCE. OF EQUIPME	101.43425.0224
VENDOR TOTAL	267.99		*CHECK TOTAL				
NEXTEL COMMUNICATION 35230 12/31/12 CELLULAR PHONE USAGE	59.09		317498885-055		D N	COMMUNICATIONS	101.41400.0330
35230 12/31/12 CELLULAR PHONE USAGE	59.09		317498885-055		D N	COMMUNICATIONS	101.41402.0330
35230 12/31/12 CELLULAR PHONE USAGE	59.09		317498885-055		D N	COMMUNICATIONS	101.41403.0330
35230 12/31/12 CELLULAR PHONE USAGE	66.79		317498885-055		D N	COMMUNICATIONS	101.41405.0330
35230 12/31/12 CELLULAR PHONE USAGE	118.18		317498885-055		D N	COMMUNICATIONS	101.41409.0330
35230 12/31/12 CELLULAR PHONE USAGE	279.86		317498885-055		D N	COMMUNICATIONS	101.42411.0330
35230 12/31/12 CELLULAR PHONE USAGE	111.47		317498885-055		D N	COMMUNICATIONS	101.42412.0330
35230 12/31/12 CELLULAR PHONE USAGE	20.62		317498885-055		D N	COMMUNICATIONS	101.43417.0330
35230 12/31/12 CELLULAR PHONE USAGE	118.18		317498885-055		D N	COMMUNICATIONS	101.43425.0330
35230 12/31/12 CELLULAR PHONE USAGE	32.01		317498885-055		D N	COMMUNICATIONS	101.45432.0330
35230 12/31/12 CELLULAR PHONE USAGE	12.50		317498885-055		D N	COMMUNICATIONS	101.45433.0330
35230 12/31/12 CELLULAR PHONE USAGE	59.09		317498885-055		D N	COMMUNICATIONS	207.45001.0330
35230 12/31/12 CELLULAR PHONE USAGE	36.05		317498885-055		D N	COMMUNICATIONS	651.48474.0330
35230 12/31/12 CELLULAR PHONE USAGE	24.04		317498885-055		D N	COMMUNICATIONS	651.48475.0330
35230 12/31/12 CELLULAR PHONE USAGE	8.66		317498885-055		D N	COMMUNICATIONS	651.48476.0330
VENDOR TOTAL	1,064.72		*CHECK TOTAL				
NORTHERN STATES SUPPLY 35231 12/31/12 SIGN BOLTS	35.29		10-501762		D N	MTCE. OF OTHER I	101.43425.0226
35231 12/31/12 SIGN BOLTS	150.65		10-501820		D N	MTCE. OF OTHER I	101.43425.0226
35231 12/31/12 PLOW BOLTS	100.37		10-501897		D N	MTCE. OF EQUIPME	101.43425.0224
35231 12/31/12 PLOW BOLTS	44.51		10-502057		D N	MTCE. OF EQUIPME	101.43425.0224
35231 12/31/12 ROLLER CHAIN	121.78		10-502263		D N	MTCE. OF EQUIPME	101.43425.0224
35231 12/31/12 PLOW BOLTS	27.96		10-502351		D N	MTCE. OF EQUIPME	101.43425.0224
35231 12/31/12 PLOW BOLTS	1.83		10-502358		D N	MTCE. OF EQUIPME	101.43425.0224
VENDOR TOTAL	482.39		*CHECK TOTAL				
O'REILLY AUTOMOTIVE INC 35232 12/31/12 CITY SALTS TAX	0.25		1528-191522		D N	SALES TAX PAYABL	101.206000
35232 12/31/12 FLOOR DRY	53.33		1528-191522		D N	GENERAL SUPPLIES	101.42412.0229
35232 12/31/12 WIPER BLADES	18.15		1528-192658		D N	MTCE. OF EQUIPME	101.42411.0224
VENDOR TOTAL	71.73		*CHECK TOTAL				

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
PAPER PLACE/THE 000597 35233 12/31/12 NAPKINS/PAPER PLATES	96.19	15556			D M 07	GENERAL SUPPLIES	101.42412.0229
PERKINS LUMBER CO INC 000604 35234 12/31/12 SHELTER MTCE-MATERIALS	801.30	364000			D N	MTCE. OF STRUCTU	101.43425.0225
PLUMBING & HEATING OF WI 000618 35235 12/31/12 REPAIRED VALVES ON SINK	246.87	15471			D N	MTCE. OF STRUCTU	101.42412.0225
35235 12/31/12 REPAIRED VALVES ON SINK	140.00	15471			D N	MTCE. OF STRUCTU	101.42412.0335
VENDOR TOTAL	386.87	*CHECK TOTAL					
PRINT MASTERS 000624 35236 12/31/12 RECEIPT FORMS	100.46	74351			D N	OFFICE SUPPLIES	101.45432.0220
QUILL CORPORATION 000635 35237 12/31/12 OFFICE SUPPLIES	177.81	7773372			D N	OFFICE SUPPLIES	101.42411.0220
RICE HOSPITAL 001166 35238 12/31/12 2012 PERA STATE AID	70,326.00	122612			D N	REFUNDS AND REIM	101.41428.0882
RICOH USA INC 002101 35239 12/31/12 COPIER LEASE AGRMT	734.23	88140264			D N	PREPAID EXPENSES	101.128000
35239 12/31/12 COPIER LEASE AGRMT	675.45	88249297			D N	PREPAID EXPENSES	741.128000
VENDOR TOTAL	1,409.68	*CHECK TOTAL					
RULE TIRE SHOP 000665 35240 12/31/12 #010410 JD BLADE-TIRE	10,599.63	57638			D N	MTCE. OF EQUIPME	101.43425.0224
35240 12/31/12 #010410-INST. TIRES	270.00	57638			D N	MTCE. OF EQUIPME	101.43425.0334
35240 12/31/12 DUMPTRUCK-TIRE	12.29	58160			D N	MTCE. OF EQUIPME	101.43425.0224
35240 12/31/12 DUMPTRUCK-INST. TIRE	25.00	58160			D N	MTCE. OF EQUIPME	101.43425.0334
VENDOR TOTAL	10,906.92	*CHECK TOTAL					
RUNNING'S SUPPLY INC 001418 35241 12/31/12 SUPPLIES	42.73	120712			D N	GENERAL SUPPLIES	101.45433.0229
35241 12/31/12 YARD RAKES	22.43	3042384			D N	SMALL TOOLS	101.43425.0221
35241 12/31/12 FLY SPRAY	23.07	3048388			D N	GENERAL SUPPLIES	651.48474.0229
35241 12/31/12 FLY SPRAY	15.37	3048388			D N	GENERAL SUPPLIES	651.48475.0229
35241 12/31/12 STAKES/MARKERS	14.74	3050220			D N	GENERAL SUPPLIES	651.48474.0229
35241 12/31/12 SHOP SUPPLIES	5.84	3052501			D N	GENERAL SUPPLIES	651.48474.0229
35241 12/31/12 SHOP SUPPLIES	3.89	3052501			D N	GENERAL SUPPLIES	651.48475.0229
35241 12/31/12 TOW STRAP	21.37	3053348			D N	GENERAL SUPPLIES	651.48475.0229
35241 12/31/12 #115645-BOLTS/NUTS	1.70	3054785			D N	MTCE. OF EQUIPME	101.43425.0224
35241 12/31/12 TOOL BOX	10.64	3054785			D N	SMALL TOOLS	651.48474.0221
35241 12/31/12 HATZINGER-BOOTS	19.99	3054850			D N	SUBSISTENCE OF P	651.48474.0227
35241 12/31/12 TOOL BOX	7.08	3054850			D N	SMALL TOOLS	651.48475.0221

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RUNNING'S SUPPLY INC 001418							
35241 12/31/12 PLANT SUPPLIES	35.30		3069528		D N	GENERAL SUPPLIES	651.48474.0229
35241 12/31/12 PLANT SUPPLIES	23.53		3069528		D N	GENERAL SUPPLIES	651.48475.0229
35241 12/31/12 PLANT SUPPLIES	8.64		3069529		D N	GENERAL SUPPLIES	651.48474.0229
35241 12/31/12 PLANT SUPPLIES	5.76		3069529		D N	GENERAL SUPPLIES	651.48475.0229
VENDOR TOTAL	262.08		*CHECK TOTAL				
	262.08						
S.E.W. ENTERPRISES 000688							
35242 12/31/12 VACUUM PARTS	28.86		7498		D M 07	MTCE. OF EQUIPME	101.45433.0224
SAFE ASSURE CONSULTANTS 002941							
35243 12/31/12 SAFETY TRAINING	6,408.00		563		D N	SAFETY PROGRAM	101.42428.0817
SANIBEL INC. 001492							
35244 12/31/12 HOUSE BURN-MEAL EXPENSES	213.22		1027		D N	SUBSISTENCE OF P	101.42412.0227
SCHLAGEL/LAURA .01786							
35245 12/31/12 GARDEN CLEAN-UP DEPOSIT	15.00		122712		D N	DEPOSITS	101.230000
SERVICE CENTER/CITY OF W 000685							
35246 12/31/12 EQUIPMENT REPAIR-OIL	10.20		STMT/11-12		D N	MOTOR FUELS AND	101.41402.0222
35246 12/31/12 EQUIPMENT REPAIR-PARTS	36.26		STMT/11-12		D N	MTCE. OF EQUIPME	101.41402.0224
35246 12/31/12 EQUIPMENT REPAIR-OIL	64.60		STMT/11-12		D N	MOTOR FUELS AND	101.42411.0222
35246 12/31/12 EQUIPMENT REPAIR-PARTS	561.96		STMT/11-12		D N	MTCE. OF EQUIPME	101.42411.0222
35246 12/31/12 EQUIPMENT REPAIR-OIL	10.20		STMT/11-12		D N	MOTOR FUELS AND	101.43417.0222
35246 12/31/12 EQUIPMENT REPAIR-PARTS	25.06		STMT/11-12		D N	MTCE. OF EQUIPME	101.43417.0222
35246 12/31/12 EQUIPMENT REPAIR-OIL	112.10		STMT/11-12		D N	MOTOR FUELS AND	101.43425.0222
35246 12/31/12 EQUIPMENT REPAIR-PARTS	323.86		STMT/11-12		D N	MTCE. OF EQUIPME	101.43425.0224
VENDOR TOTAL	1,144.24		*CHECK TOTAL				
	1,144.24						
SHERWIN WILLIAMS CO 000690							
35247 12/31/12 SHELTER PAINT	224.38		3604-9		D N	MTCE. OF STRUCTU	101.43425.0225
35247 12/31/12 SHELTER PAINT	224.38		6638-4		D N	MTCE. OF STRUCTU	101.43425.0225
VENDOR TOTAL	448.76		*CHECK TOTAL				
	448.76						
SKOVIERA/SAM .01957							
35248 12/31/12 GARDEN CLEAN-UP DEPOSIT	30.00		122712		D N	DEPOSITS	101.230000
SPRINGSTED INCORPORATED 000705							
35249 12/31/12 PROFESSIONAL SERVICES	200.00		12-134		D N	OTHER CHARGES	306.47100.0449
35249 12/31/12 PROFESSIONAL SERVICES	200.00		12-134		D N	OTHER CHARGES	307.47100.0449
35249 12/31/12 PROFESSIONAL SERVICES	200.00		12-134		D N	OTHER CHARGES	308.47100.0449
35249 12/31/12 PROFESSIONAL SERVICES	200.00		12-134		D N	OTHER CHARGES	310.47100.0449
35249 12/31/12 PROFESSIONAL SERVICES	200.00		12-134		D N	OTHER CHARGES	311.47100.0449
35249 12/31/12 PROFESSIONAL SERVICES	200.00		12-134		D N	OTHER CHARGES	312.47100.0449

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SPRINGSTED INCORPORATED 000705 35249 12/31/12 PROFESSIONAL SERVICES 35249 12/31/12 PROFESSIONAL SERVICES 35249 12/31/12 PROFESSIONAL SERVICES 35249 12/31/12 PROFESSIONAL SERVICES 2,000.00 2,000.00 VENDOR TOTAL	200.00 200.00 200.00 200.00 2,000.00 2,000.00		12-134 12-134 12-134 12-134 *CHECK TOTAL		D N D N D N D N	OTHER CHARGES 327.47100.0449 OTHER CHARGES 350.47400.0449 DUE FROM M.U.C.- 742.123006 DUE FROM M.U.C.- 742.123006	
STATEWIDE DISTRIBUTING I 000718 35250 12/31/12 GARBAGE BAGS/HAND TWLS 35250 12/31/12 GARBAGE BAGS/HAND TWLS 35250 12/31/12 GARBAGE BAGS VENDOR TOTAL	58.84 39.22 101.37 199.43 199.43		095677 095677 095743 *CHECK TOTAL		D N D N D N	GENERAL SUPPLIES 651.48474.0229 GENERAL SUPPLIES 651.48475.0229 GENERAL SUPPLIES 101.42412.0229	
STRATEGIC EQUIPMENT 002595 35251 12/31/12 SALES TAX-INV. 1981865	24.74		1981865		D N	CLEANING AND WAS 101.45435.0228	
TDS METROCOM 000758 35252 12/31/12 MONTHLY SERVICE 35252 12/31/12 MONTHLY SERVICE VENDOR TOTAL	231.92 49.16 281.08 281.08		236 236 *CHECK TOTAL		D N D N	COMMUNICATIONS 101.42412.0330 COMMUNICATIONS 101.43425.0330	
THOMPSON/JUDY 000949 35253 12/31/12 MILEAGE 9/27-12/31/12	77.03		123112		D N	TRAVEL-CONF.-SCH 101.41404.0333	
TINKLENBERG/PAUL C 002604 35254 12/31/12 MILEAGE 08/01-12/18/12	61.05		122612		D N	TRAVEL-CONF.-SCH 101.45427.0333	
TOSHIBA FINANCIAL SERVIC 000218 35150 12/21/12 COPIER LEASE AGRMT	120.77		217812627		D N	RENTS 101.42412.0440	
UNCOMMON USA INC 001286 35255 12/31/12 2 US FLAGS 35255 12/31/12 2 US FLAGS VENDOR TOTAL	100.89 54.66 155.55 155.55		680016 680046 *CHECK TOTAL		D N D N	GENERAL SUPPLIES 651.48474.0229 GENERAL SUPPLIES 101.42412.0229	
UNIQUE EMBROIDERY 002540 35256 12/31/12 EMBROIDERED JACKETS 35256 12/31/12 EMBROIDERED JACKETS 35256 12/31/12 EMBROIDERED JACKET VENDOR TOTAL	208.44 138.96 90.00 437.40 437.40		5994 5994 6040 *CHECK TOTAL		D N D N D N	SUBSISTENCE OF P 651.48474.0227 SUBSISTENCE OF P 651.48475.0227 SUBSISTENCE OF P 101.42412.0227	
US POST OFFICE 001767 35257 12/31/12 POSTAGE	2,400.00		122112		D N	POSTAGE 101.42411.0223	

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VIGIL/RUDY 35258 12/31/12 HCTV STUDIO TOUR/MTG 000951	54.39		121712		D N	TRAVEL-CONF.-SCH 207.45001.0333
VISTAR CORPORATION 35259 12/31/12 CONCESSION SUPPLIES 002566	144.45		35338686		D N	GENERAL SUPPLIES 101.45433.0229
35259 12/31/12 CONCESSION SUPPLIES	553.37		35386873		D N	GENERAL SUPPLIES 101.45433.0229
VENDOR TOTAL	697.82	*CHECK TOTAL				
VRUWINK/KATHY 35260 12/31/12 GARDEN CLEAN-UP DEPOSIT .01958	15.00		122712		D N	DEPOSITS 101.230000
WAL-MART COMMUNITY 35261 12/31/12 SMALL TOOLS 000789	68.40		111512		D N	SMALL TOOLS 101.42411.0221
35261 12/31/12 COFFEE	35.92		112912		D N	SUBSISTENCE OF P 101.42411.0227
35261 12/31/12 SPECIAL EVENT SUPPLIES	161.62		113012		D N	GENERAL SUPPLIES 101.45435.0229
35261 12/31/12 OFFICE SUPPLIES	55.01		113012		D N	OFFICE SUPPLIES 651.48474.0220
35261 12/31/12 OFFICE SUPPLIES	36.67		113012		D N	OFFICE SUPPLIES 651.48475.0220
35261 12/31/12 CITY SALES TAX	1.36		120612		D N	SALES TAX PAYABL 101.206000
35261 12/31/12 BATTERIES/SUPPLIES	51.75		120612		D N	GENERAL SUPPLIES 651.48474.0229
35261 12/31/12 BATTERIES/SUPPLIES	34.50		120612		D N	GENERAL SUPPLIES 651.48475.0229
VENDOR TOTAL	445.23	*CHECK TOTAL				
WELLS FARGO ADVISORS 35153 12/28/12 OVER PAID INTEREST .01952	78.30				D N	REFUNDS AND REIM 101.41428.0882
WEST CENTRAL INDUSTRIES 35262 12/31/12 CLEANING SERVICES 000801	347.34				D N	CLEANING AND WAS 101.45427.0338
WEST CENTRAL SANITATION 35263 12/31/12 GARBAGE SERVICE-NOVEMBER 000805	17.48				D N	CLEANING AND WAS 207.45001.0338
WEST CENTRAL TRIBUNE 35264 12/31/12 COUNCIL PROCEEDINGS PUB. 000807	119.70				D N	PRINTING AND PUB 101.41401.0331
35264 12/31/12 COUNCIL PROCEEDINGS PUB.	410.40		CL03047233		D N	PRINTING AND PUB 101.41401.0331
35264 12/31/12 COUNCIL PROCEEDINGS PUB.	159.60		CL03047267		D N	PRINTING AND PUB 101.41401.0331
35264 12/31/12 DOG/CAT LICENSE NOTICES	148.20		CL03047531		D N	PRINTING AND PUB 101.41403.0331
35264 12/31/12 COUNCIL PROCEEDINGS PUB.	641.25		CL03047534		D N	PRINTING AND PUB 101.41401.0331
35264 12/31/12 COUNCIL PROCEEDINGS PUB.	450.30		CL03047541		D N	PRINTING AND PUB 101.41401.0331
35264 12/31/12 AERATION WARNING	364.80		DI03087207		D N	PRINTING AND PUB 101.41401.0331
35264 12/31/12 AERATION WARNING	328.32		DI03087208		D N	PRINTING AND PUB 101.43425.0331
35264 12/31/12 ORD. AMENDING CHARTER	444.60		DI03087209		D N	PRINTING AND PUB 101.41401.0331
35264 12/31/12 ORD. AMENDING CHARTER	684.00		DI03087210		D N	PRINTING AND PUB 101.41401.0331
35264 12/31/12 ORD. AMENDING CHARTER	684.00		DI03087211		D N	PRINTING AND PUB 101.41401.0331
35264 12/31/12 ORD. AMENDING CHARTER	684.00		DI03087212		D N	PRINTING AND PUB 101.41401.0331
35264 12/31/12 ORD. AMENDING CHARTER	684.00		DI03087213		D N	PRINTING AND PUB 101.41401.0331
35264 12/31/12 ANNUAL SUBSCRIPTION	173.28		177823700/13		D N	PREPAID EXPENSES 207.128000
VENDOR TOTAL	5,976.45	*CHECK TOTAL				

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM  
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VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WEST CENTRAL TROPHIES 35265 12/31/12	000808 MAYOR'S CONTINGENCY FUND	74.81		17314	D N		OTHER SERVICES	101.41401.0339
WILHELM/JOY 35266 12/31/12	.01959 GARDEN CLEAN-UP DEPOSIT	15.00		122712	D N		DEPOSITS	101.230000
WILLMAR AUTO VALUE 35267 12/31/12	002689 #042332-BALL JOINTS	104.67		22031731	D N		MTCE. OF EQUIPME	101.43425.0224
35267 12/31/12	OIL	59.94		22032058	D N		MOTOR FUELS AND	651.48478.0222
35267 12/31/12	OIL	59.94		22032058	D N		MOTOR FUELS AND	651.48479.0222
35267 12/31/12	OIL	48.95CR		22032089	D N		MOTOR FUELS AND	651.48478.0222
35267 12/31/12	OIL	48.94CR		22032089	D N		MOTOR FUELS AND	651.48479.0222
35267 12/31/12	HOSE CLAMPS	46.94		22032090	D N		INVENTORIES-MDSE	101.125000
35267 12/31/12	WIPER BLADES	241.32		22032092	D N		INVENTORIES-MDSE	101.125000
35267 12/31/12	PARTS FOR BLOWERS	3.10		22032851	D N		MTCE. OF EQUIPME	651.48474.0224
35267 12/31/12	OIL FILTER	6.15		22032852	D N		MTCE. OF EQUIPME	651.48474.0224
35267 12/31/12	OIL	10.99		22032852	D N		MOTOR FUELS AND	651.48475.0222
35267 12/31/12	PARTS FOR BLOWERS	18.73		22032934	D N		MTCE. OF EQUIPME	651.48474.0224
35267 12/31/12	PARTS FOR BLOWERS	9.36		22032934	D N		MTCE. OF EQUIPME	651.48475.0224
		463.25		*CHECK TOTAL				
	VENDOR TOTAL	463.25						
WILLMAR BASEBALL BOOSTER 35268 12/31/12	001935 FINAL STADIUM DEBT PY	13,000.00		121712	D N		TRANSFER OUT-BAS	101.45428.0752
WILLMAR DESIGN CENTER 35269 12/31/12	002348 EXPENSE REIMBURSEMENT	45.03		122012	D N		DOWNTOWN ITEMS	101.41428.0820
WILLMAR FIRE RELIEF ASSN 35270 12/31/12	001226 RESTITUTION DISTRIBUTI	3,000.00		123112	D N		REFUNDS AND REIM	101.42428.0882
WILLMAR FORKLIFT INC 35271 12/31/12	002705 EQUIPMENT RENTAL	187.03		27070	D N		MTCE. OF STRUCTU	101.45427.0335
WILLMAR PET HOSPITAL 35272 12/31/12	000826 K-9 MEDICATION	101.00		0040281	D N		GENERAL SUPPLIES	101.42411.0229
35272 12/31/12	K-9 CARE/VACCINATIONS	276.46		0041977	D N		PROFESSIONAL SER	101.42411.0446
		276.46		*CHECK TOTAL				
	VENDOR TOTAL							
WILLMAR WATER & SPAS 35273 12/31/12	000831 WTR PURIFIER RENTAL-DEC	37.41		12-12	D N		RENTS	101.41408.0440
35273 12/31/12	LAB WATER	67.20		29576	D N		GENERAL SUPPLIES	651.48474.0229
35273 12/31/12	LAB WATER	44.80		29576	D N		GENERAL SUPPLIES	651.48475.0229
35273 12/31/12	DRINKING WATER	14.00		29696	D N		SUBSISTENCE OF P	101.41408.0227
35273 12/31/12	SOFTENER SALT	13.15		29696	D N		GENERAL SUPPLIES	101.41408.0229
35273 12/31/12	DRINKING WATER	25.00		29872	D N		SUBSISTENCE OF P	651.48474.0227
		201.56		*CHECK TOTAL				
	VENDOR TOTAL	201.56						

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VENDOR NAME AND NUMBER  
CHECK# DATE DESCRIPTION

WITTMAN/LYNDEN 001937  
35274 12/31/12 SEMINAR-FERGUS FALLS

ZEE MEDICAL SERVICE 000839  
35275 12/31/12 FIRST AID SUPPLIES  
35275 12/31/12 FIRST AID SUPPLIES  
VENDOR TOTAL

5 STAR WALT'S LLC 000790  
35276 12/31/12 PREPAID CAR WASHES

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
7.60		383								
176.78		54168920		D	N				TRAVEL-CONF.-SCH	101.43417.0333
81.83		54168921		D	N				SUBSISTENCE OF P	101.43425.0227
258.61		*CHECK TOTAL		D	N				SUBSISTENCE OF P	101.41408.0227
258.61										
3,480.00		2013WASHES		D	N				PREPAID EXPENSES	101.128000



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CITY OF WILLMAR  
GL540R-V07.20 PAGE 17

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				4,275,310.11						

RECORDS PRINTED - 000376

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Vendor Payments History Report

CITY OF WILLMAR  
GL060S-V07.20 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	
207	W.R.A.C. - 8	3,854,125.65
208	CONVENTION & VISITORS BUREAU	3,409.51
220	LOCAL OPTION SALES TAX	12,004.40
295	COMMUNITY INVESTMENT	9,000.00
302	D.S. - 2002 BOND	5,000.00
306	D.S. - 2006 BOND	1,000.00
307	D.S. - 2007A BOND	1,200.00
308	D.S. - 2008 BOND	1,200.00
309	D.S. - 2009 BOND	200.00
310	D.S. - 2010 BOND	1,000.00
311	D.S. - 2011 BOND	1,200.00
312	D.S. - 2012 BOND	1,200.00
327	D.S. - 2007B BOND	200.00
350	RICE HOSPITAL DEBT SERVICE	25,200.00
411	S.A.B.F. - #2011	166,000.00
412	S.A.B.F. - #2012	140,978.60
427	S.A.B.F. - 2007B	11,000.00
450	CAPITAL IMPROVEMENT FUND	2,069.98
651	WASTE TREATMENT	27,046.52
741	OFFICE SERVICES	9,675.45
742	PUB. IMP. REVOLVING	4,400.00
TOTAL ALL FUNDS		4,275,310.11

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	4,275,310.11
TOTAL ALL BANKS		4,275,310.11

**Application for Appointment to  
City Board/Committee/Commission**

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed: *(If more than one, please number in order of choice – Applications are kept on file for two years)*

- \_\_\_\_\_ Airport Commission (meets monthly)
- \_\_\_\_\_ Community Education & Recreation Advisory Board (meets monthly)
- \_\_\_\_\_ City/County Economic Development Operations Board (meets monthly)
- \_\_\_\_\_ Housing and Redevelopment Authority (meets monthly)
- X   Municipal Utilities Commission (meets bi-monthly)
- \_\_\_\_\_ Pioneerland Library System Board (meets monthly)
- \_\_\_\_\_ Planning Commission (meets bi-monthly)
- \_\_\_\_\_ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- \_\_\_\_\_ Rice Memorial Hospital (meets bi-monthly)
- \_\_\_\_\_ Zoning Appeals Board (meets monthly)
- \_\_\_\_\_ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

**Applicant Information**

Name: Joe Gimse Date of Application: 1/2/2013

Address: 405 11<sup>th</sup> Avenue SE Phone No. 212-9299  
(must be a resident of the City of Willmar)

Email: joegimse@gmail.com

What prompted you to make application for a citizen committee? Mayor Yanish

Briefly tell us why you want to serve on this Board/Committee/Commission:

I have utility experience and would like to continue to serve my (our) community.

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

17 years at Northern Natural Gas Company

6 years of service in the Minnesota Senate

List your educational background: Graduate Willmar Senior High School

Ridgewater College – Willmar Vo-Tech

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

VFW Post 1639, Willmar Elks, Knights of Columbus

If you are employed, please provide the name and address of your employer and your position:

Minnesota Senate

Please return completed application to:

Mayor's Office  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201

Or fax completed forms to: (320) 235-4917

# City of Willmar, Minnesota

## Building Inspection Report

From 12/01/2012 To 12/31/2012

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20748	12/10/2012	ENRIQUE GARCIA 1400 LAKELAND Drive NE LOT#3	95-980-5030 L 3; B 000 WILLMAR REGENCY EAST M	Mobile Home In/Out Removal/Building	REMOVE FRO DEMO, 1980, MARSHFIELD, 14 X 70, 34281	\$0.00	\$25.00
20749	12/10/2012	SERGIO C ARDONA 1400 LAKELAND Drive NE LOT#72	95-980-6120 L 72; B 000 WILLMAR REGENCY EAST M	Mobile Home In/Out Removal/Building	REMOVE FOR DEMO, 1979, SKYLINE, 14 X 70, 1560257M	\$0.00	\$25.00
20750	12/10/2012	ERNESTO BARCO 1400 LAKELAND Drive NE LOT#215	95-980-7550 L 215; B 000 WILLMAR REGENCY EAST M	Mobile Home In/Out Removal/Building	REMOVE FOR DEMO, 1970 DETROITER, 14 X 70, GJO40934	\$0.00	\$25.00
20824	12/10/2012	REGENCY PARK MANAGER 1400 LAKELAND Drive NE Lot 50	95-980-5500 L 50; B WILLMAR REGENCY EAST M	Mobile Home In/Out Demolition	DEMO '82 LIBERTY 14X16 CRM/BWN #06L16202	\$0.00	\$25.00
20825	12/10/2012	REGENCY PARK MANAGER 1400 LAKELAND Drive NE #59	95-980-5590 L 59; B WILLMAR REGENCY EAST M	Mobile Home In/Out Demolition	DEMO '73 MARSHFIELD #26839 GRAY/WHITE 14X60	\$0.00	\$25.00
20826	12/10/2012	REGENCY PARK MANAGER 1400 LAKELAND Drive NE #214	95-980-7540 L 214; B WILLMAR REGENCY EAST M	Mobile Home In/Out Demolition	DEMO - '82 DETROITER 14X66 #KMNDH04D2812 1871A	\$0.00	\$25.00

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20848	12/10/2012	REGENCY PARK MANAGER 401 30TH Street NW D-6	95-980-0650 L D-6; B WILLMAR REGENCY WEST M	Mobile Home In/Out Mobil Home Transport	DEMO - #41133 '74 DETRIOTER 14X50 GREEN/YELLOW	\$0.00	\$25.00
20939	12/10/2012	REGENCY PARK MANAGER 1400 LAKELAND Drive NE 5	95-980-5050 L 5; B WILLMAR REGENCY EAST M	Mobile Home In/Out Demolition	DEMO - 03-56- 1383H '73 HENETTE 14X70 WHT/GRN	\$0.00	\$25.00
20940	12/10/2012	REGENCY MOBILE PARK MANAGER 401 30TH Street NW A-24	95-980-0240 L A-24; B WILLMAR REGENCY WEST M	Mobile Home In/Out Demolition	DEMO - #29428 '76 MARSHFIELD 14X70 WHT	\$0.00	\$25.00
20941	12/10/2012	WILLMAR REGENCY PARK MANAGE 401 30TH Street NW F-2	95-980-0790 L F-2; B WILLMAR REGENCY WEST M	Mobile Home In/Out Demolition	DEMO - #12232 '70 PATHFINDER 12X60 WHT/BLK	\$0.00	\$25.00
21039	12/10/2012	REGENCY MOBILE HOME PARK 401 30TH Street NW Lot G-1	95-980-0900 L G-1; B WILLMAR REGENCY WEST M	Mobile Home In/Out Demolition	DEMO - #32650 '78 Marshfield 14X70 GREEN/WHITE	\$0.00	\$25.00
21040	12/10/2012	REGENCY MOBILE HOME PARK 1400 LAKELAND Drive NE LOT 145	95-980-6850 L 145; B WILLMAR REGENCY EAST M	Mobile Home In/Out Demolition	DEMO - #198419 '85 SCHULT 14X70 PINK/BEIGE	\$0.00	\$25.00
21120	12/10/2012	YESENIA LEE ERICKSON REGENCY PARKS 401 30TH Street NW B-3	95-980-0400 L B-3; B S; T; R	Mobile Home In/Out Mobil Home Transport	MOBILE OUT - #4703N, '70 MEDALLION 14X68 WHITE/RED	\$0.00	\$25.00

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21156	12/10/2012	REGENCY MOBILE HOME 1400 LAKELAND Drive NE Lot 102	95-980-6420 L 102; B S ; T ; R	Mobile Home In/Out Demolition	DEMO - #163689 '79 SCHULT 14X70 SALMON/WHITE	\$0.00	\$25.00
21236	12/10/2012	REGENCY MOBILE HOME 401 30TH Street NW B-8	95-980-0450 L B-8; B WILLMAR REGENCY WEST M	Mobile Home In/Out Demolition	DEMO - S643, '72 FLEETWOOD 14X70 WHITE/BLUE	\$0.00	\$25.00
21237	12/10/2012	REGENCY MOBILE HOME 401 30TH Street NW E-1	95-980-0660 L E-1; B WILLMAR REGENCY WEST M	Mobile Home In/Out Demolition	DEMO - 75 REGAL, 2003, 14X70 GOLD/WHITE	\$0.00	\$25.00
21238	12/10/2012	REGENCY MOBILE HOME 401 30TH Street NW F-11	95-980-0880 L F-11; B WILLMAR REGENCY WEST M	Mobile Home In/Out Demolition	DEMO - 533, '77 HOMERA 14X70 BLUE/WHITE	\$0.00	\$25.00
21239	12/10/2012	REGENCY MOBILE HOME 1400 LAKELAND Drive NE 97	95-980-6370 L 97; B WILLMAR REGENCY EAST M	Mobile Home In/Out Demolition	DEMO - 30625, '75 ROLLOHOME 14X70 GRAY/MAROON	\$0.00	\$25.00
21274	12/31/2012	STEVEN C WOEHLE 615 ANN Street SE	95-222-0960 L 6; B 6 FERRING'S 2ND ADDITION	Residential Add/Alter Residential/Alteration	RESIDENTIAL RESIDE/REROOF /REPLACE WATER HEATER	\$10,000.00	\$115.00
21280	12/6/2012	SHERNEY ECKLUND 911 5TH Street SE	95-250-1860 L PT OF 4, 17 & 18; B 8 GLARUM'S ADDITION	Residential Add/Alter Remodel	RESIDENTIAL REMODEL	\$3,000.00	\$106.15

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21283	12/13/2012	WILLIAMSON PROPERTIES LLC 4089 ABBOTT Drive SE	95-714-0380 L 4; B 3 SOUTH INDUSTRIAL PARK	Commercial New Commercial	CONSTRUCT PRE CAST VEHICLE GARAGE	\$629,000.00	\$5,983.08
21284	12/12/2012	KEVIN ANDERSON 1017 HIGHWAY 12 E	95-914-1950 L ; B S 14; T 119N; R 35W	Commercial New Commercial	CONSTRUCT 1575 SF POST FRAME BLDG	\$87,475.50	\$1,383.95
21288	12/31/2012	ZACH WELLE 1612 17TH Avenue NW	95-603-0600 L 10; B 3 OSLO HEIGHTS	New Single-Family Dwelling New Residence	NEW HOME & GARAGE	\$186,932.57	\$1,944.62
21295	12/31/2012	WILLIAM M EISCHENS 702 7TH Street NW	95-710-0130 L PT OF 1, 2 & 3; B 2 SEMINARY ADDITION	Residential Add/Alter Remodel	ADD 1/2 BATH	\$1,000.00	\$49.15
21297	12/20/2012	WILLMAR TEN INVESTORS LATE BLOOMERS 1305 1ST Street S	95-923-8620 L ; B S 23; T 119; R 35	Commercial Add/Alter Commercial/Alteration	NEW TENANT REMODEL	\$35,000.00	\$743.09
21300	12/31/2012	STATE OF MINNESOTA RIDGEWATER COLLEGE 2101 15TH Avenue NW	95-909-0070 L ; B S 9; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	BLDG D MENS RESTROOM REMODEL	\$40,495.00	\$834.94
21302	12/31/2012	RONALD JOHNSON 1401 WILLMAR Avenue SW	95-060-0010 L 1; B 1 BOKELMAN'S ADDITION	Residential Add/Alter Accessory Building	64' INTERIOR DRAINTILE	\$3,584.00	\$123.94



No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
		Current Year Current Month Totals		27		\$996,487.07	\$11,733.92
		Previous Year Current Month Valuation				\$2,960,871.69	
		Current YTD Valuation From 01/01/2012 To 12/31/2012				\$17,114,395.38	
		Previous YTD Valuation				\$16,002,724.40	

WILLMAR COMMUNITY & ACTIVITY CENTER COUNCIL  
REGULAR MEETING  
Tuesday Dec 4, 2012

Members Present: Loren Luschen, Cathy Johnson, Carol Laumer and Steve  
Brisendine and LeAnne Freeman

The meeting was called to order at 11:04 am by Chairperson Cathy Johnson

1. **Lutheran Social Services-Volunteer Station Update:** For information only. LeAnne reported that this item was passed by the City Council during the consent agenda at their last council meeting (12/3/12), which the minutes from the WCAC were included. The Center will be the official volunteer station for Lutheran Social Services, Ella Mae Dengerud will be the Lutheran Social Services representative stationed at the Center and will also help LeAnne for 20 hours per week. LeAnne and Ella Mae will get together in the next couple of days to work out a schedule.
2. **Rental Fees 2013 update:** For information only. LeAnne reported that the 2013 rental rates for the WCAC went through the City Council at their last meeting (12/3/12) and the rates were approved during the consent items. The rates included an increase to the long term rentals and one time renters. LeAnne will start working on a letter to send out to the long term rentals with their new rates for 2013.
3. **Maintenance & Finance Update:** For information only. Loren Luschen reported that there were 80 rentals at the Center the month of November. He also calculated that there were 21,200 people coming through the Center from Jan-Nov, this does not include the people who drop in and use the computers, exercise equipment, woodshop or who came in just for a cup of coffee. The expenditures through November are at 75% and the revenues are at 109% projected of 2012.
4. **Marketing and PR Update:** For information only. Carol Laumer reported and made a recommendation that the WCAC Council Board should concentrate only on the WCAC board strategic plan. Seeing that the City Council hasn't worked on a strategic plan for the City, how does the Center make plans without input and ideas from the City Council on visions for the Center? The committee also felt LeAnne's time management, maintenance and building issues were also a priority.
5. **Program Update:** For information only. Cathy Johnson reported on the winter programs sponsored by the Center. There are a lot of interesting Knowledge University programs; Life of Theodore Roosevelt, Retirement Lifestyles, Assistive Technology, Kandiyohi County history and City Auditorium & War Memorial Room history. LeAnne is once again working with the Nordic Ski Club and the High School Nordic Ski Team to put on an Introduction to Cross Country Skiing and Snowshoeing class. A February Special event for all ages at the Center "Snow, snowman and hot chocolate social." Cathy also informed the board that LeAnne will no longer be teaching her exercise class, this is due to her time management issues and duplication of programs such as bone builders and silver sneakers programs. By not teaching this class LeAnne would free up 5 hours a week that can be used with WCAC facility

issues. LeAnne had informed her class and has encouraged them to try our both bone builders and silver sneakers classes.

LeAnne reported that the printer in the computer lab has been removed and if anyone needs to print something off they will have to pay twenty-five cents for a copy. The printer in the computer lab has been re-wired to LeAnne's office printer, this is in due to the fact that a couple of people that have taken advantage of the printer and LeAnne has had to replace the ink three times in the past two months. LeAnne will put up a sign in the computer lab to inform computer users.

**6. Set Committee Meeting Dates:**

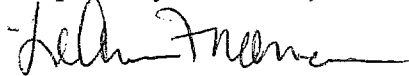
Finance & Maintenance – Tuesday, Dec 18 at 1:30pm at the Center  
Marketing and PR – Tuesday, Dec 18 at 3:00pm at Deidra's  
Program - Monday, Dec 10 at 2:30pm at the Center  
Volunteer – No date set

**7. Miscellaneous:**

- a. Next WCAC Council Meeting Tuesday, Jan 8 at 11am.
- b. Thank you to Shirley Lohse for representing the Senior Citizens Club on the board.

As there was no further business, the meeting adjourned at 12:05pm.

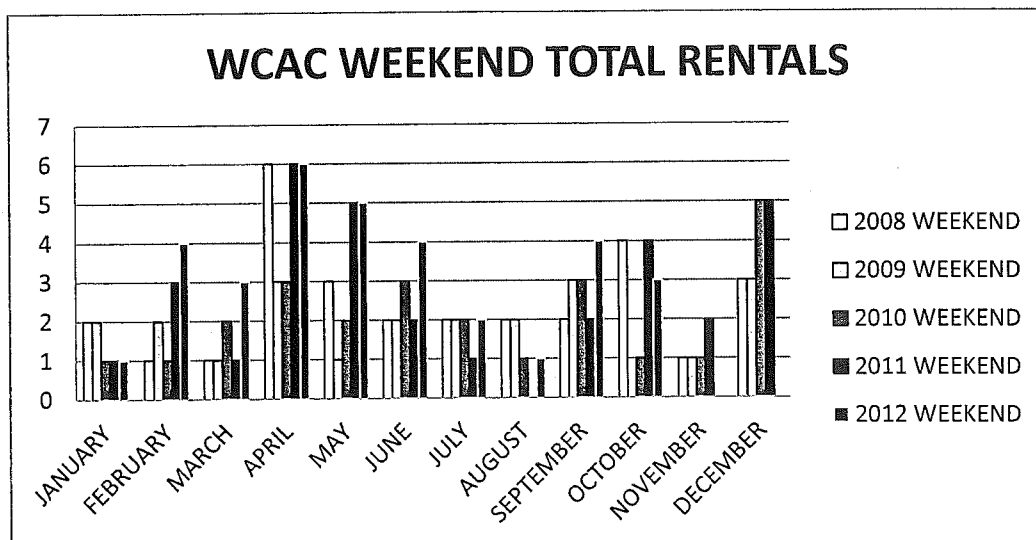
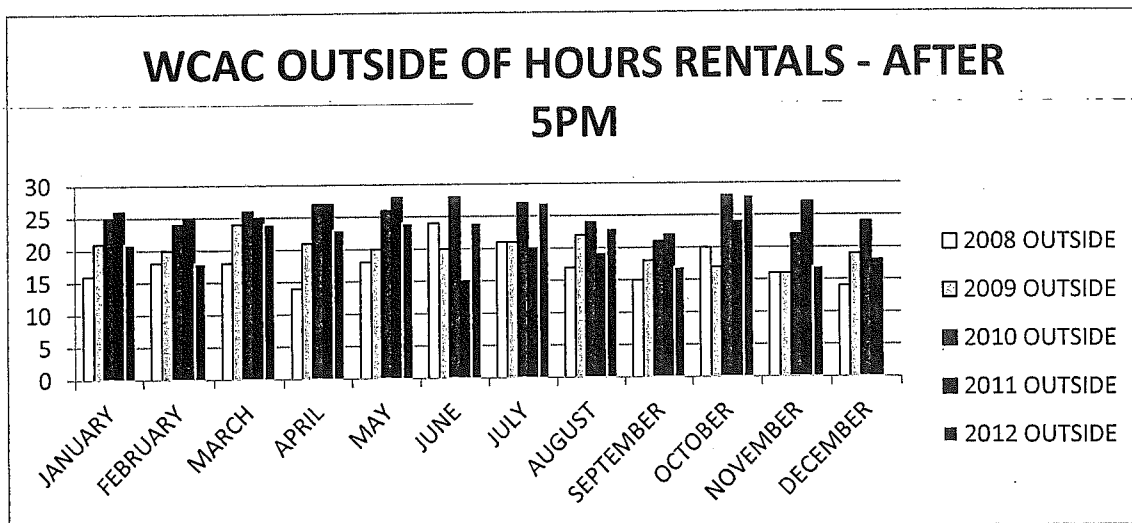
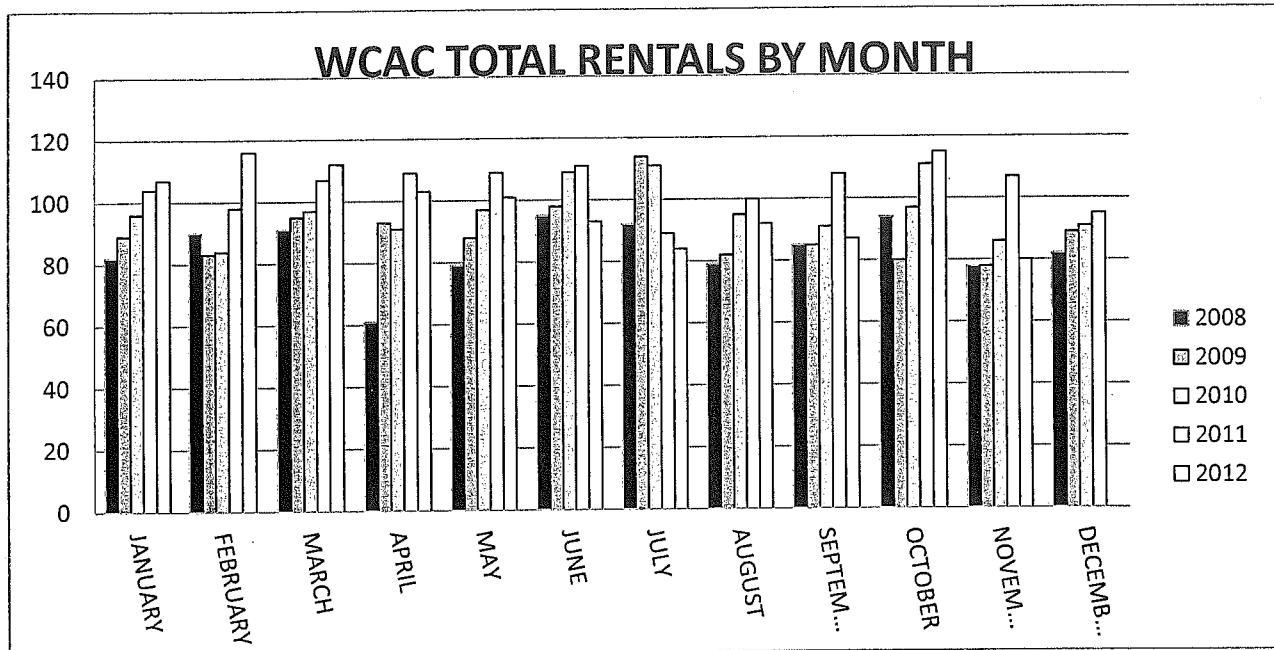
Respectfully Submitted,



LeAnne Freeman, Recreation Supervisor/Community & Activity Center Coordinator

# Willmar Community & Activity Center

## November Usage 2012



**WILLMAR MUNICIPAL AIRPORT COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, DECEMBER 12, 2012**

**MINUTES**

1. The Willmar Municipal Airport Commission met on Wednesday, December 12, 2012, at 5:00 p.m. at the Willmar Municipal Airport Conference Room.

**\*\* Members Present:** Pat Curry, Terry Albers, John Lambing, Steve NedreLOW, Don Cole, and Dan Reigstad.

**\*\* Members Absent:** Sandy Gardner.

**\*\* Others Present:** Megan Sauer- Planner/Airport Manager, Brian Negen- FBO Maximum Cruise Aviation, Eric Rundingen- Eric's Aviation Services,

2. MINUTES: The minutes of the July 18, 2012 meeting were approved as presented.

3. MALSR DISCUSSION & RUNWAY/TURF PROJECT UPDATE: Staff presented a summary report from Bolton and Menk which informed the Commission that the crack sealing project and turf runway improvements are to be completed in spring of 2013 (see Attachment A). The City received the signed grant agreements from the State. The projects are funded 70% State 30% Local.

Secondly, MNDOT Aeronautics has contacted the City regarding the need for installation of additional NAVAIDS (Navigational Aids) specifically MALSR (Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights). MNDOT plans on installing the new lights in 2013 entirely with State Funds.

The Commission discussed the MALSR's and what a great improvement this will be for the users of the Airport.

Mr. NedreLOW made a motion, seconded by Mr. Lambing, to endorse the MALSR project with 100% funding by MNDOT Aeronautics.

The motion carried.

4. AIRPORT OPERATIONS SUPERVISOR POSITION UPDATE: Staff updated the Commission that the City sent out an RFP this fall for the Airport Operations Supervisor Position, as the current contract is up December 31, 2012. The job duties were quite similar to past years except it also included janitorial services and mowing of the entire airport property. The City received two proposals and after interviews etc. offered the position to Eric's Aviation Services per Council action.

The Commission stated they were very pleased that Eric's Aviation Services will be doing onsite management at the Airport.

5. AIRPORT USERS SURVEY RESULTS: Staff presented an airport user survey consisting of four simple questions to see how the airport's users felt about how it's run, maintained, etc. (see Attachment B). Out of the 44 surveys dispersed, 22 were received. Overall the airport is operating well, but there is always some room for improvement. Eric Rudningen of Eric's Aviation stated he hopes to have some office hours to help keep the local pilots up to date on what's going on at the Airport.
6. MISCELLANY: Brian Negen of Maximum Cruise Aviation, the FBO, said that as per the FBO contract the Airport Commission is supposed to do a performance review of the FBO annually. Mr. Negen proceeded to go through all 7 tasks listed on the FBO contract as services they provide. They are as follows:
  - Task 1) Provide courtesy service to transient pilots and passengers. Mr. Negen explained that in February when the City owned courtesy cars were removed, the FBO continued to supply private vehicles for use by their customers and as rentals for non-customers.
  - Task 2) Unicom radio. The FBO monitors the Unicom via a remote radio in their office. As needed, if there are communications to the Terminal Base, Mr. Negen explained his employees will walk over to the Terminal Office for those transmissions.
  - Task 3) Issue NOTAMS regarding airport conditions. Mr. Negen talked about issuing runway condition reports as needed.
  - Task 4) Complete daily fuel records. Mr. Negen said that as Phillips 66 providers they've always been required to do daily fuel inspections. Since July of 2012 the FBO has submitted those fuel and runway inspection logs to the City at their request.
  - Task 5) Weekend and On Call Service. Mr. Negen explained that the FBO does post a phone number for an on-call phone that rotates around his employees. If anyone needs assistance with fueling etc. during non-regular business hours, they can contact that on-call person.
  - Task 6) Office Support. The FBO does have a kiosk and phone in the main terminal building which supplies general info and contact numbers of the FBO personnel for assistance. Mr. Negen explained that when they stopped having an office person physically in the terminal building, they installed cameras to keep an eye on the building and ramp. That system has worked well, and many days there is little or no activity inside the building. Staffing the Terminal Building would be a waste of resources.
  - Task 7) Secure Terminal Building. The FBO unlocks and locks the terminal building five days a week at 8 a.m. and 5 p.m. respectively.

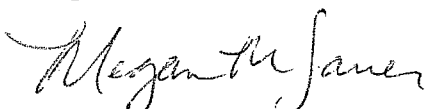
Mr. Negen also talked about providing ramp service, fuel sales, repair and maintenance, aircraft rental, and flight training as per the contract. Maximum Cruise does not, however, provide charter services.

The Commission had a lengthy discussion regarding fuel pricing and the general cost of fuel flowage. Mr. Negen explained that there are several quality assurances and insurance costs that make selling the fuel a costly venture. He explained that he puts a 20 % mark up on fuel sales to non-local non-customer clients. If the buyer is local/client based, then they pay 15% mark up. It costs him .18 cents a gallon to have the 12 hr. a day on-call service. The inventory in the ground is \$80,000 worth of fuel. And the liability insurance he has to carry to pump and service these planes is \$80,000 a year. As of the day of the meeting, in 2012 the FBO sold 116,000 gallons of fuel. People don't take into consideration the operation costs for him to do that business. Smaller towns that don't have an FBO choose to take on the liability and provide the fuel themselves, so they can do it at a lower cost. Places like Paynesville only sell 10,000 gallons of gas in a whole year. And the quality of fuel is not the same either. Jets and bigger clients want convenience and base fuel sales on location. They aren't going to fly to Paynesville for cheaper gas as it costs more to land and take off than it is worth.

The Commission accepted the information and thanked Mr. Negen for his summary report.

7. There being no further business to come before the Commission, the meeting adjourned at 6:16 p.m.

Respectfully submitted,



Megan M. Sauer, AICP  
Planner/Airport Manager



# **BOLTON & MENK, INC.**

**Consulting Engineers & Surveyors**

2040 Highway 12 East • Willmar, MN 56201-5818

Phone (320) 231-3956 • Fax (320) 231-9710

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## **MEMORANDUM**

**Date:** December 11, 2012

**To:** Willmar Airport Commission  
Megan Sauer, Airport Manager

**From:** Kevin Carlson, P.E. / Jared Voge, P.E. *JW*

**Subject:** Willmar Municipal Airport  
City of Willmar Airport Improvements/MALSR  
Willmar, Minnesota  
BMI Project No.: T51.105032

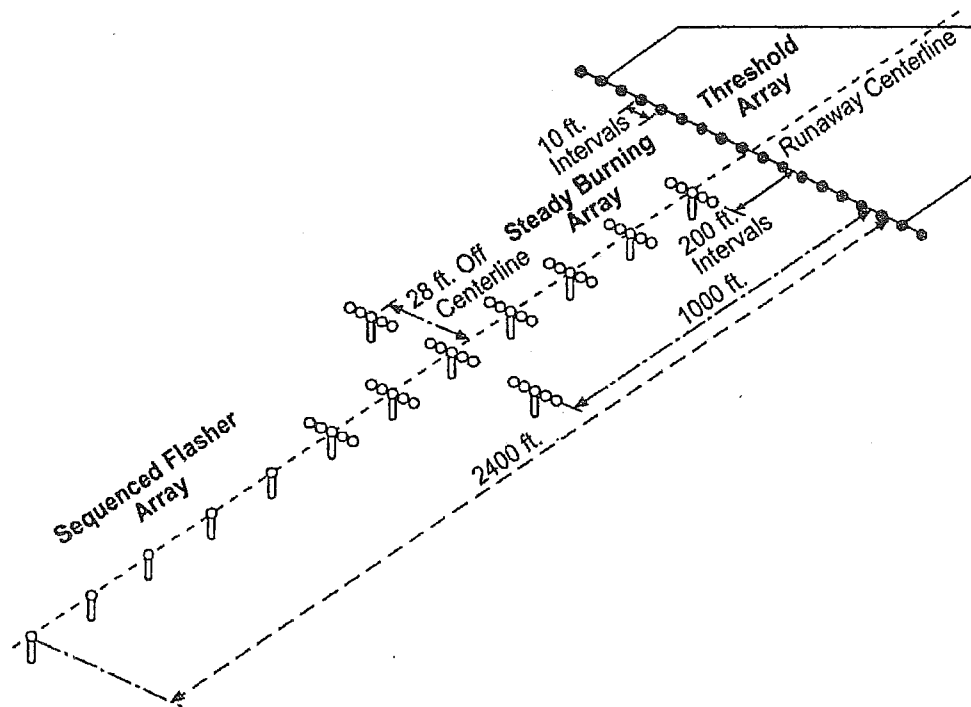
The grant agreement for the Airport Improvements which will provide funding (70% State, 30% City) for the project is currently being processed by MnDOT. After the grant agreement has been executed by MnDOT, the project contracts will be signed. Construction will begin in spring 2013. The contract completion dates for the pavement and turf runway improvements are May 31, 2013 and July 1, 2013 respectively.

The MnDOT Office of Aeronautics has indicated that there is a need for the installation of additional NAVAIDS at the airport. It is our understanding that a MALSR (Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights) was to be installed during the last phase of the airport construction, however as a result of funding constraints, it was removed from the project. MnDOT intends to install the MALSR in 2013 with 100% State funds. Please see the enclosed figures which illustrate MnDOT's Preliminary layout.

- **Approach Light Systems (ALS)** provide the basic means to transition from instrument flight to visual flight for landing. Operational requirements dictate the sophistication and configuration of the approach light system for a particular runway. The **MALSR (Medium Intensity Approach Lighting System With Runway Alignment Indicator Lights)** is a medium approach intensity lighting system (ALS) installed in airport runway approach zones along the extended centerline of the runway. The MALSR, consisting of a combination of threshold lamps, steady burning light bars and flashers, provides visual information to pilots on runway alignment, height perception, role guidance, and horizontal references for Category I Precision Approaches.
- A typical MALSR uses 18 threshold lights along the runway threshold spaced 10' apart, 9 light bars with 5 lights separated every 200' and 5 sequenced flashers also separated every 200' over a distance of 2,400' from the runway threshold. At the 1,000' point there are three light bars (15 lamps) for added visual reference for the pilot on final approach. Sequenced flashing lights provide added visual guidance down the runway centerline path. Planned approach visibility is at least 1,800' to .5 miles, with a decision height of 200'.

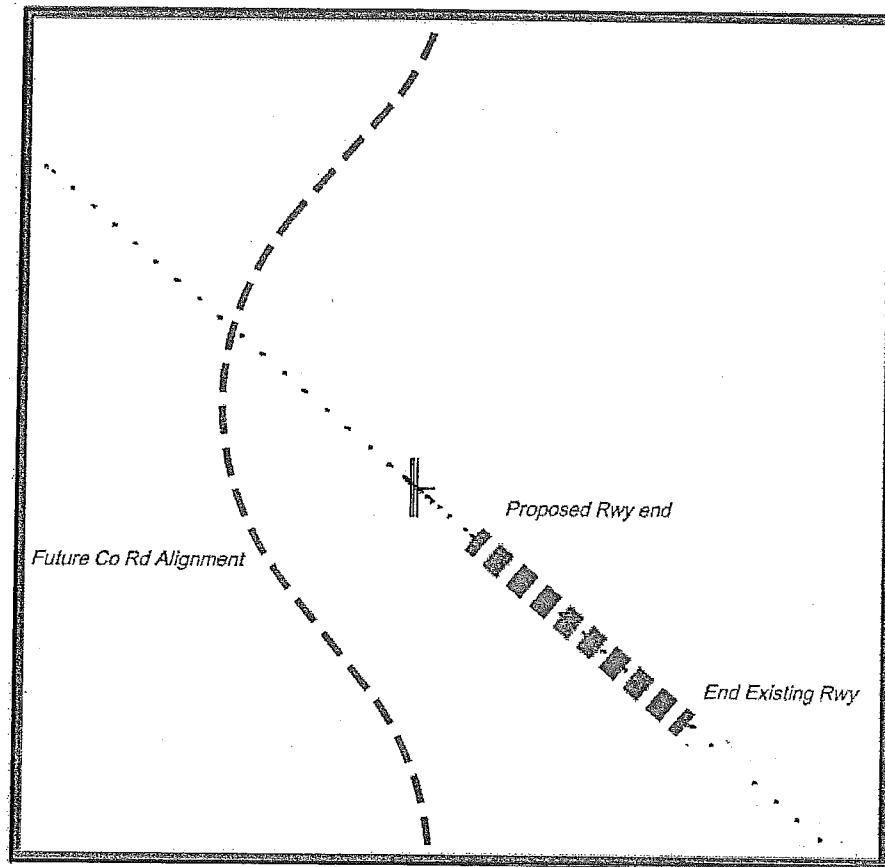


- ➔ The current Instrument Landing System (ILS) approach procedure to Runway 13 has published approach weather minimums. The minimum cloud ceiling is 200 feet, and the minimum flight visibility is  $\frac{3}{4}$  mile. Typically the installation of a MALSR system reduces the visibility requirements by another  $\frac{1}{4}$  mile because it allows pilots to establish visual contact earlier in the approach sequence. It is anticipated that the new Runway 13 approach procedure will have visibility minimums of  $\frac{1}{2}$  mile, matching the lowest published weather minimums available for a runway with an ILS following the MALSR installation.



### Typical MALSR Layout

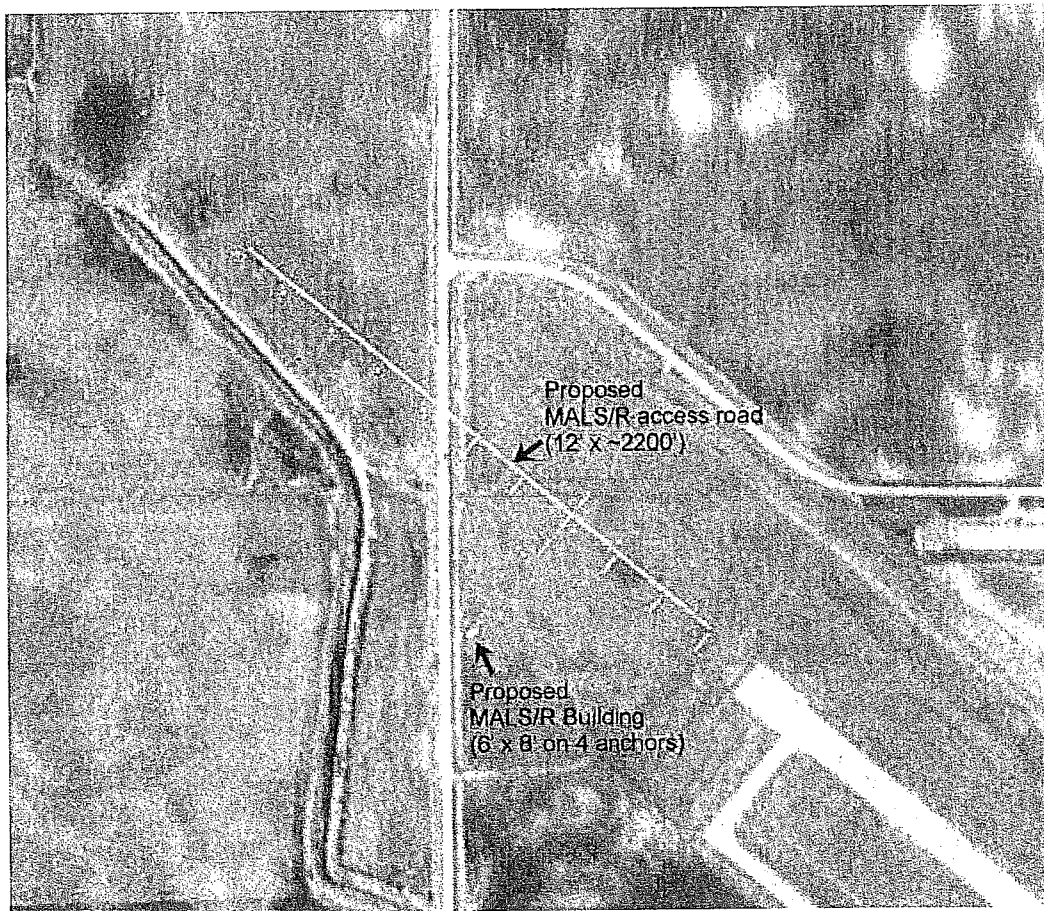
The current Airport Layout Plan (ALP) identifies a future runway extension and required road realignment. The MALSR would be relocated should the runway be extended. ALL property required for the runway extension is owned by the City of Willmar and the Airport. The potential relocation will need to be re-evaluated at that time due to new FAA Runway Protection Zone (RPZ) policy.



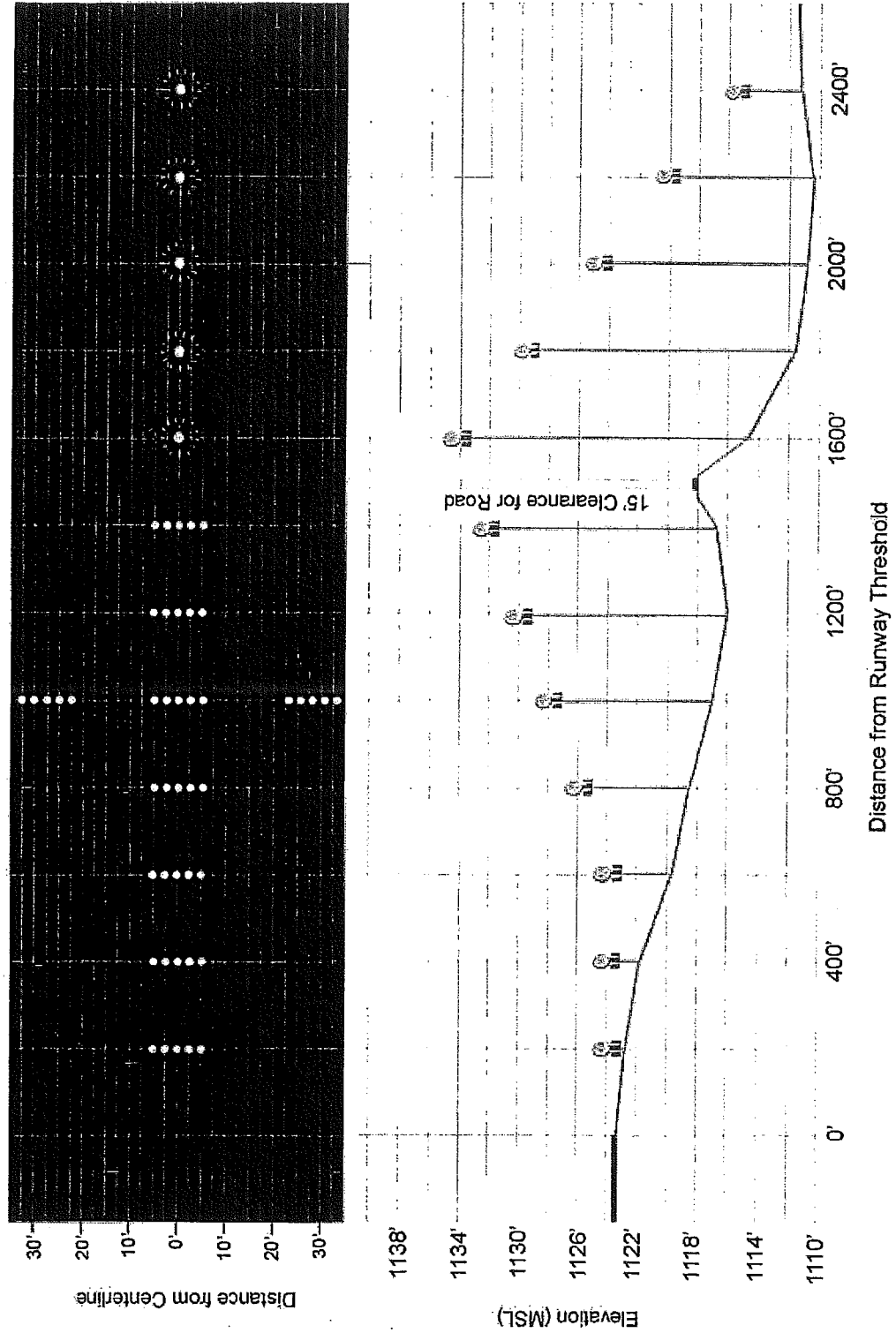
FUTURE Roadway Re-alignment for Possible Extension

# Willmar Municipal Airport

## MALS/R for Runway 13



# Willmar Municipal Airport MALS/R for Runway 13



Survey Results (43 total sent out to T-Hangar Tenants and Private Hangar Owners)

1. How often do you use the terminal building?  
A. Often (13)    B. Once a month (4)    C. Rarely (4)    D. Never
  
2. Are the runway, lights, and general maintenance on the operation side of the airport adequate for your use and that of other users?  
A. Yes (13)    B. No (8)
  
3. Does the FBO service and fuel system meet your and other users' needs/expectations?  
A. Yes (17)    B. No (4)
  
4. How has losing the courtesy cars affected you or other airport users?  
A. Yes (7)    B. No (13)    C. Both (2)

22 respondents

West Central Roofing, Dr. Nedrelow, Chuck Nefsted, Nelson International, Quam Construction, David Kleine, Dr. Lee Cafferty- Chief Medical Staff, Rice Memorial Hospital, Fagen Inc, Bruce Jaeger, Accupress, Bill Fry, Larry Juhl-Revier Cattle, Jerry Schwitters, Maurie Evans- Duininck Inc., and Wayne Mitchell.

6 anonymous surveys

## Response Narratives

1.

- B. I use the building a couple times per month, mostly for the bathroom facilities.
- As the terminal is a public facility I have taken the liberty of meeting flight training clients from both the local area and beyond. The conference room works well for a ground school session. From recent experience, I would estimate using the building at least twice a month.
- I use the terminal building quite often. It has always been clean and nice to use except: Multi-million dollar facility and the water is un-drinkable and stinks, sewer should have been put in for both the Terminal and Hangars along with water, Pilots lounge is kept locked with a combination lock so no one can use it.
- We use it for the bathrooms and the weather machines. It should be open for early and late hours so my people can use the restrooms. Most airports have access to restrooms 24 hours a day.
- Using restrooms.
- To use the restroom.

2.

- Grass runway-poor condition. Grass needs to be cut more often around hangars.
- We would agree that runway, lights and general maintenance are adequate. Is adequate good enough for the Willmar airport, we are not sure. Lighting is not at 100% but with minimal budgets of maintenance staff their hands are tied having to make small, thoughtful parts orders and making used parts work. The other issue that is seen on the airport is the forced closure of the grass crosswind runway. Without this runway there are days when decisions have to be made whether Willmar is the correct choice for landing. Without this runway as an option for the smaller aircraft the Willmar airport may be giving up some traffic.
- We always have NOTAMS about something wrong at the Airport.
- Yes, good service.
- No, cross runway (grass strip) not in service.
- No, the PAPI lights hardly ever work. The grass runway needs to be operational.
- No, they need to spray for weeds several times per year. They will destroy the runway and taxiways.
- No. The paved runway, the lights, and the general maintenance are fine. You are also addressing the grass runway issues, I understand. The City owned and leased hangars on the west side of the airport still have problems, however. I appreciate the City's work on mitigating the flooding issues so far. However, the hangars still 'flood' to a depth of ½ to 2 inches or so. This is the biggest problem in the winter. Water will come in during any kind of thaw, then refreeze into a very slick sheet of ice. Last year, my wife fell head first on the ice, prompting an ER visit and \$1500 bill. Fortunately she didn't suffer any long term consequences. The ice also makes it nearly impossible to pull our airplane out for up to months at a time.

- No, taxiway and runway lights out, VASI out all the time. Gates have been inoperable for years. Cross wind runway out all year. I would even be willing to change bulbs for the taxi ways and Runway. My understanding is they are just not furnished. The driveway leading into the Airport had been burnt out for over a year at one time, I do not know what the status is on these lights but right now I think only one is burned out. A. Gates have been out of service for years. These are needed to protect all of our investments. Should be repaired and left open during business hours and closed at nights if nothing else. B. Crosswind runway should have been repaired and put back in service. Money was spent to put this in this is just maintenance. C. Taxiways through the hangars need center lines to assist at night when trying to taxi. Unable to see where to be. D. Some hangars do not have a complete concrete apron. This is ridiculous. People are picking up these small rocks and destroying their prop(s) because we have a couple of people that don't care about anyone but themselves. They need to pour concrete completely in front of their hangars so that we have concrete all the way. This is a safety issue. This should never have been allowed. E. Also, there is still grass in places between some of the hangars. This also needs to be concrete. F. There should be outside lights on all the hangars and kept on from dusk to dawn. Another safety issue.
- Security gate has been inoperative/broken for a long time. Why don't you fix it or replace it. Other Airports that I use frequently (KRRC) don't have this problem. Also I still have drainage issues around my hanger. Water comes in with any significant rainfall.
- We are the biggest users of the airport and rely heavily on the maintenance people. They do a very good job.
- The FBO is doing the best they can with the funds available.

3.

- The FBO services provided are far above services provided at similar size airports around the country. With on-site staffing that extend from before 6 am to 5 pm and an on call 24 hr. 7 day a week person this not common to see. The on call person is available for fueling, courtesy car, or any other needs of pilots or passengers at the Willmar airport. Fueling is made as easy as possible with discounts available to large volume customers, on site aircraft owners and self service customers. Fueling systems are inspected on a daily basis and fuel quality is never an issue.
- No, I have to go to other airports for all of our service needs.
- Very responsive (I noticed this summer special repairs done within 5 minutes on Congressman Colin Peterson's plane).
- The FBO should provide water, ice, coffee, etc. for visiting aircraft and Charter Flights.
- No, the FBO is a huge disappointment. They are very unfriendly except to their biggest customers. They are not interested in helping aviation on the field at all unless it makes them money, and even then sometimes they are not interested. One weekend, I couldn't even get compressed air or a hand air pump from them so I could add air to a low tire. The Flight Instruction is acceptable and a nice guy, but is exceedingly difficult to actually arrange

lessons with. I know of at least five individuals who have tried to use Mr. Rudningen and have been unable to obtain acceptable service. Also, I don't believe Mr. Rudningen maintains a website to allow new customers to find him. I don't blame Mr. Rudningen, who has other priorities. However, flight instruction is the heart of aviation. Without flight instruction, you can't learn to fly, you can't get checked out in new aircraft, you can't do a biennial flight review, and so on. Also, flying is a hobby for most of us. We need evening and weekend availability in order to get flight instruction done. This would not be difficult to arrange. We could recruit and train a local pilot as a flight instructor or recruit someone from St. Cloud or elsewhere to come down for these hours. By way of contrast, Alexandria, for example, has one full time and three part time instructors.

I would add that Jaeger Aviation is a jewel to have in the area, but Mr. Jaeger instructs virtually exclusively in Mooney aircraft.

We also don't really have any rental aircraft available for other than minimal rentals.

Finally, gas prices are the highest in the area. As of 10/28, retail prices for 100 LL self-serve are:

Willmar- \$6.60 per gallon

Litchfield- \$5.31

Paynesville- \$5.23

Olivia- \$5.75

Benson- \$5.22

Montevideo- \$5.50

Glenwood- \$4.90

Redwood- \$6.42

If you look at prices within 50 miles of Willmar, our prices are almost always the highest, often by far. It's hard to justify paying more than \$1.00 per gallon extra on a 30-50 gallon fill up in order to be loyal to the home field.

- The self-service equipment appears to be working well. The only issue I have seen is an occasional after hour's aircraft that would like help. Typical to other similar size airports, after hours service is available by posted number.
- No issues with fuel or equipment. Cost at Willmar is the highest around mostly by at least \$1.00 a gallon. I do like to buy locally but because of the cost I will gas at other places quite frequently. If gas was more reasonable I would purchase a lot more here.
- Maximum Cruise has been great to deal with- Brian, Eric and the rest of the staff have been very helpful.
- 24 hr. key card self-service is very good.
- They are always willing to assist in any way they can and are 24/7 fueling I have seen them out multiple times fueling jets and medical after hours.

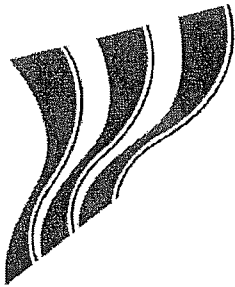
4.

- Important to have, most small airports we travel to have courtesy cars.
- The airport has not lost its courtesy vehicles. The FBO, still, as always, provides two courtesy/rental vehicles depending on the need/end goal of its user. If the car is staying



local or a minimal amount of fuel is purchased the vehicles are still provided free of charge. For users of the airport that are not purchasing any fuel or there is a need to travel a distance the vehicles are available free of charge to users of the airport that were staying local. This has only become an issue when there has been a large amount of airport traffic and the 2 FBO owned cars are being used. The decision to remove the city owned vehicles from the airport just puts more direct overhead on the FBO.

- "All" of the airports I visit have courtesy cars available so other airport users that stop here are "stuck" at the Airport all day.
- No. City car not there, but FBO provides a courtesy car.
- Yes, other airport users need an easy way to get into town. Most airports smaller than Willmar offer a courtesy car.
- No, has not mattered.
- Yes, need courtesy car several times a year. Did not know it was no longer available. That will be a problem for us. I hope one is obtained soon.
- No, the loss of the courtesy car won't affect me or any other local users. I can tell you that I strongly favor flying to airports with courtesy cars. It makes it far easier to go to town for anything at all. Willmar does not have many other good options for transportation from the airport. Also, I think our high gas prices are even more difficult to justify if we don't have a courtesy car for customers to use.
- A courtesy car of some type is expected and typically available at airports the size of Willmar. As there is really no other way to utilize local restaurants and stores, lack of courtesy car is a problem. Not many would return to Willmar for other than required for business knowing there is no transportation to a local restaurant. This would be the case for a pleasure flight or more typically flight instruction. I wonder if the Brainerd Airport would be the same without a restaurant.
- No, didn't use them.
- We should have a courtesy car available for out of town people. This brings a lot of revenue to our community. I do know of people that just don't come here anymore. I frequently fly to airports with courtesy cars and avoid others without them. Most of these items are just maintenance. I don't expect the City to furnish courtesy cars. But a plan needs to be made to have one or two available.
- I haven't used the courtesy car here at Willmar. When flying to other airports I look to use airports which have courtesy cars.
- But it will only hurt the Airport/Willmar for out of town guests.
- The FBO still has three courtesy cars available for use.
- Don't need transportation, but if needed Willmar Air Service has cars available for any use 24/7.
- I am a local so I have my own transportation but for others that are out of town I'm sure it's an inconvenience if Maximum Cruise's vehicles are all being used. Most people want food and only three places in town deliver and the taxi service is not very reliable.



**CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION**

**Agenda Item Number:** 11

**Meeting Date:** January 7, 2013

**Attachments:** Yes No

**CITY COUNCIL ACTION**

**Date:** \_\_\_\_\_

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended  | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other    |                                 |

**Originating Department:** Planning and Development  
Services

**Action Requested:** Public Hearing on an Ordinance to Rezone from G/I to R-2

**Guiding Principle:** Comprehensive Plan

**Introduction:** The applicant Casa De Misericordia Church applied for a rezone of the old Lincoln School property to operate a church out of the property.

**Background/Justification:** All of the abutting property is zoned R-2 except for the P (Park) District to the east. The rezone is consistent with the Comprehensive Plan. Churches are permitted with a conditional use permit in an R-2 zone, and at that time the Planning Commission can attach use conditions of operation etc.

**Fiscal Impact:** N/A

**Alternatives:** Not rezone the property

**Staff Recommendation:** Staff recommends that the ordinance be adopted and given an Ordinance number.

**Reviewed by:** Bruce D. Peterson, AICP, Director of Planning and Development Services

**Preparer:** Megan M. Sauer, AICP, Planner/Airport  
Manager

**Signature:** *Megan M Sauer*

**Comments:**

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 1060,  
THE WILLMAR ZONING ORDINANCE

The City of Willmar does ordain as follows:

SECTION 1. Zoning Change. The Zoning Ordinance and Zoning Map for the City of Willmar are hereby amended to rezone the following property from G/I Government Institutional to R-2 One and Two Family Residential:

Lots 1-14, Block 1, Ferring's Second Addition to Willmar (511 Julii St. SE)

SECTION 2. Effective Date. This Ordinance shall be effective from and after its adoption and second publication.

This Ordinance introduced by Council Member: Anderson

This Ordinance introduced on: December 17, 2012

This Ordinance published on: December 29, 2012

This Ordinance given a hearing on: \_\_\_\_\_

This Ordinance adopted on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_

**PUBLIC WORKS/SAFETY COMMITTEE REPORT 12-14**  
**CITY OF WILLMAR**  
**TUESDAY, DECEMBER 18, 2012**

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, December 18, 2012, by Chairman Doug Reese at the City Office Building. Members present were: Council Members Bruce DeBlieck, Ron Christianson, and Denis Anderson (substituting for Bruce DeBlieck). Also present were: Charlene Stevens, City Administrator; Bruce Peterson, Director of Planning and Development Services; David Wyffels, Police Chief; Kevin Halliday, City Clerk-Treasurer; Colleen Thompson, Wastewater Treatment Plant Superintendent; Barry Glienke, Bolton and Menk; David Little, "West Central Tribune" and Janell Sommers, Recording Secretary.

**1. SUMP PUMP INSPECTION UPDATE - BOLTON AND MENK (FOR INFORMATION ONLY):**

In May of 2011, the City solicited quotes from engineering firms to perform inspections of sump pumps in two specific areas of the City. The low quote of \$29,000 was received from Bolton and Menk, with a contract executed in June of that year. Barry Glienke, the Project Manager for the Sump Pump Inspection Program, was before the committee to give an update. During the summer and fall of 2011 92% of the units were inspected. Of these, 55 had new winter discharge permits issued by the City. Approximately 48 units remain to be inspected.

Mr. Glienke overviewed some lift station statistics from the Country Club Drive area. In both 2011 and 2012, from January - July, the precipitation received was close to 15 inches. In 2011 the pump ran 1,465 hours and in 2012 it ran for 1,033 showing a significant drop in groundwater infiltration into the wastewater system. After some discussion, it was the direction of the committee that the remaining property owners be contacted by letter asking them to allow an inspection of their property. If no response is received, the fine established by the ordinance of \$100/day for noncompliance would be implemented.

**2. CONSIDERATION OF PERSONS ELIGIBLE FOR LIQUOR LICENSE:**

City Clerk Halliday informed the committee that TPI Core Inc. dba Holiday Inn Green Mill is planning a \$10 million expansion of the Motels, Green Mill Restaurant and Bar, and adding a Hurricane Grill and Wings Restaurant. It is their intention to have two separate restaurants and bars with individual cash registers, which according to the State of Minnesota Alcohol Enforcement Division calls for two liquor and restaurant licenses. The City Municipal Code Section 3-114 subd. 6 states "no license shall be granted to or held by any

person who is directly or indirectly interested in any other establishment in the city to which either an On-Sale or Off-Sale License has been issued." This is a City regulation only and Minnesota Statute allows the licensure under different limitations. It is staff's recommendation that the City remove the single license barrier by redrafting the ordinance. A motion was made by Council Member Christianson, seconded by Councilman Fagerlie, and passed for the following

**RECOMMENDATION:**

Direct the City Attorney to redraft Municipal Code Section 3-114 subd. 6 which limits liquor licenses to one per person. (Motion)

**3. CONSIDERATION OF LIQUOR LICENSE FEE PAYMENT IN FULL AT RENEWAL TIME:**

The current City policy is to offer On-Sale and Off-Sale Liquor License holders the option of paying 50% of their license fee at the time of renewal (April 25) and pay the remaining 50% in late October. Staff is recommending the City discontinue that practice and collect the full annual liquor license fee each April renewal period. This would allow staff to spend more time on other tasks rather than mail reminder letters to collect the second half of the fee. A motion was made by Council Member Christianson, seconded by Council Member Fagerlie, and passed for the following

**RECOMMENDATION:**

Change the City's policy and collect the full annual liquor license fee at each April renewal time period. (Motion)

**4. CONSIDERATION OF INCREASE IN LIQUOR LICENSE INVESTIGATION FEE:**

City Clerk Halliday recommended an increase in the liquor license investigation fee charged for individuals. The current fees, adopted by the City decades ago, are \$75.00 for individuals, \$150.00 for partnerships and \$300.00 for corporations. The individual rate is too low, as the investigation checklist includes not only the owners' names, but the Willmar Municipal Utilities and property tax records for delinquent payments, and nearly equals the investigative work of multiple owners of a partnership. The recommended increase would be to \$125.00. A motion was made by Council Member Christianson, seconded by Council Member Fagerlie and passed for the following

**RECOMMENDATION:**

Change the investigation fee for an individual seeking a liquor license from \$75.00 to \$125.00. (Motion)

**5. ORDER PREPARATION OF IMPROVEMENT REPORT FOR 2013 STREET AND OTHER IMPROVEMENTS**

Planning and Development Services Director Peterson presented the proposed list of improvements for 2013. The list includes reconstruction, overlay, new construction, railroad quiet zones, and miscellaneous projects. Staff briefly reviewed the streets and miscellaneous items proposed for construction, which is based off the Five-Year Street Improvement Plan.

This year's improvements include reconstruction of 1.47 miles of streets, 1.05 miles of overlay of various streets, and .69 miles of new construction to include Willmar Avenue SW from Industrial Boulevard to 22<sup>nd</sup> Street SW and 4<sup>th</sup> Avenue SW from 28<sup>th</sup> Street SW to cul-de-sac. Also included are two Federal Projects, the trail connection from the Downtown to Robbins Island and the Trott Avenue SW Quiet Zone.

Miscellaneous items include the construction of a sidewalk along 11<sup>th</sup> Avenue SE from the Middle School to 6<sup>th</sup> Street SE, storm water-related improvements yet to be identified, seal coat and crack sealing of various areas. The specifics of the streets are detailed in the project list presented by staff. Following discussion, a motion was made by Council Member Christianson, seconded by Council Member Fagerlie, and passed for the following

**RECOMMENDATION:**

To order preparation of the Improvement Report for the 2013 Street and Other Improvements. (Resolution)

**6. PRELIMINARY PROJECT BUDGETS:**

Staff has prepared the preliminary budgets for the 2013 Improvements Projects. The funding sources necessitate five budgets in order to account for the use of federal and state funding. A motion was made by Council Member Christianson, seconded by Council Member Fagerlie and passed for the following

**RECOMMENDATION:**

Approve the five budgets as presented by staff. (Resolutions - 5)

**7. CONSIDERATION OF OFFER TO GIFT PROPERTY TO THE CITY:**

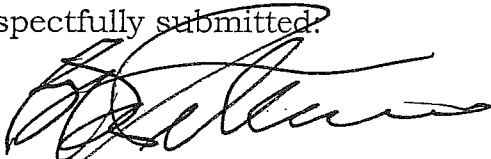
Staff has received an offer to gift the former Rule Tire Property to the City. The heirs of Jim and Betty Rule are offering three parcels of land with several buildings to be demolished at an estimated cost of \$50,000-70,000. Staff has also determined that five underground storage tanks were removed, but the possibility of contaminated soil in the area is yet to be determined. A Phase I Investigation of the soil conditions can be performed for approximately \$750.00. There is currently \$9,500.00 due in back taxes on the property. Possible uses for the property were discussed, and a motion made by Council Member Fagerlie, seconded by Council Member Christianson, and passed for the following

**RECOMMENDATION:**

To authorize staff to proceed with the Phase I Investigation to determine environmental conditions, and conduct further due diligence. (Motion)

There being no further business to come before the committee, the meeting adjourned at 5:37 p.m.

Respectfully submitted:



Bruce D. Peterson, AICP  
Director of Planning & Development Services

Janell Sommers  
Recording Secretary



# BOLTON & MENK, INC.

Consulting Engineers & Surveyors

2040 Highway 12 East • Willmar, MN 56201-5818

Phone (320) 231-3956 • Fax (320) 231-9710

www.bolton-menk.com

## MEMORANDUM

**Date:** December 12, 2012

**To:** Colleen Thompson, Superintendent

**From:** Barry Glienke, PE

Project Manager *BG*

**Subject:** Sump Pump Inspection Project

Willmar, MN

BMI Proj No: W14.103612

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The Sump Pump Inspection Program consisted of two different areas of town, Ortenblad and Country Club Drive areas. During the summer and fall of 2011, 92% of the 580 units (532) in the study area have been. The following is a breakdown of the actual results of each area inspected.

Ortenblad (25 units remain to be inspected)

- 295 units inspected/passed
- 17 units – no response
- 7 units – need permit
- 1 units – structural fail

Country Club Drive – North Phase (19 units remain to be inspected)

- 157 units inspected/passed
- 11 units – no response
- 5 units – need permit
- 3 units – structural fail

Country Club Drive – South Phase (4 units remain to be inspected)

- 81 units inspected/passed
- 3 units – no response
- 1 units – need permit
- 0 units – structural fail





Colleen Thompson  
12/17/12  
Page 2

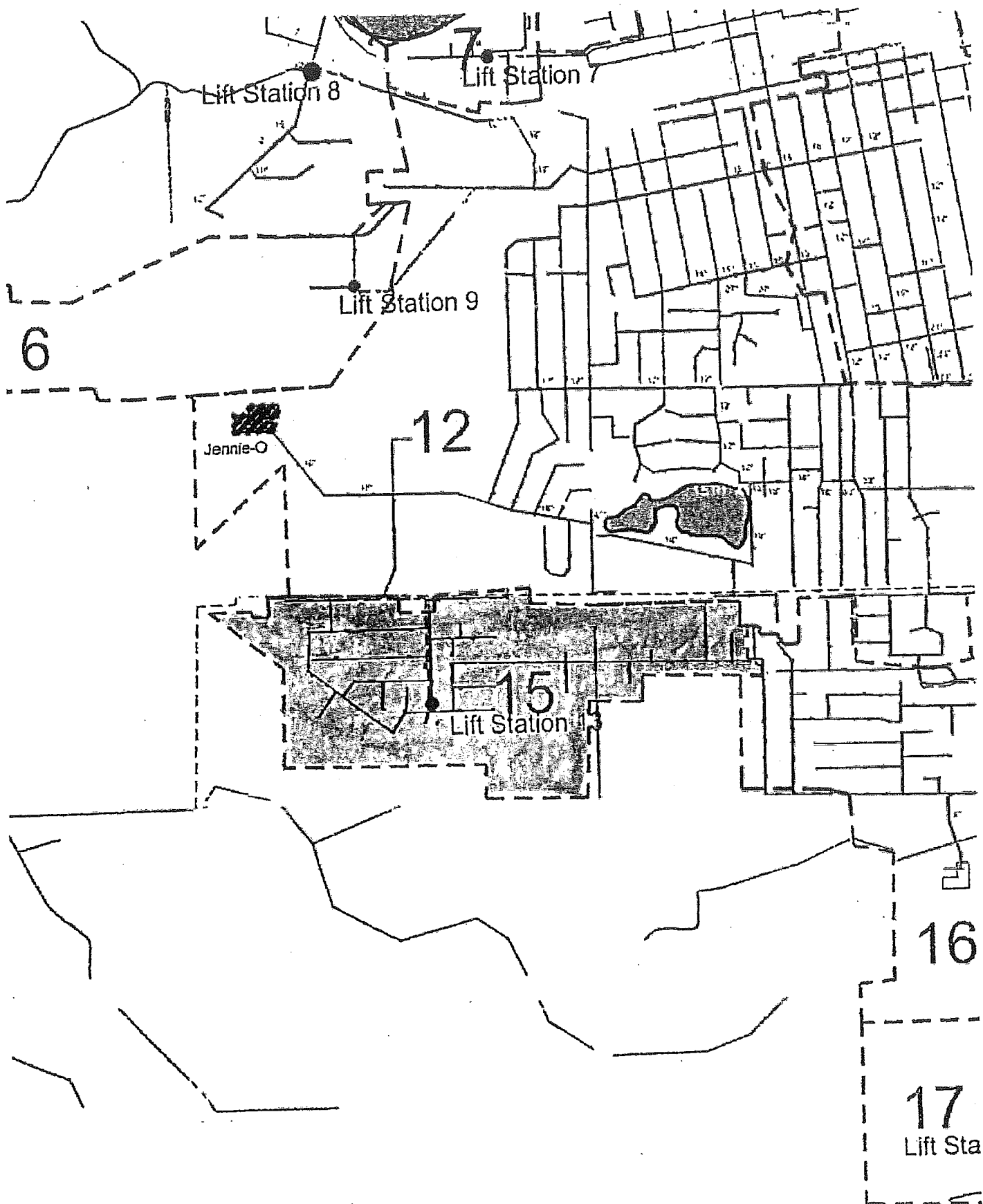
The City of Willmar allows by ordinance the discharge of sump pumps into the sanitary sewer during the months of November, December, January, February and March. This is allowed through a permit obtained from City Hall and this permit requires a \$50 yearly fee (\$10/month). This fee is imposed to cover the cost of treating the excess clear water discharged into the sanitary sewer system during those months. Outside discharge of the sump pump during those months may not be feasible and may cause safety concerns with freezing.

During the course of the inspections 55 new winter discharge permits were issued by the City in these project areas. The units noted above as 'need permit' are the units that currently have their sump pump discharge valved to either discharge outside or into the sanitary sewer system, which is allowed under the ordinance but they must get the permit and pay the fee. Currently there are 13 of these occurrences in the study area that have not applied to get the required permit.

The failures noted above as 'structural failure' are the units that have their sump pump discharge plumbed directly into the sanitary sewer system. These could be plumbed several ways such as with hard piped plumbing into the sanitary piping, or discharging the sump pump into utility sinks or into a floor drain. These instances along with the unpermitted winter discharge connections are what the project was targeting.

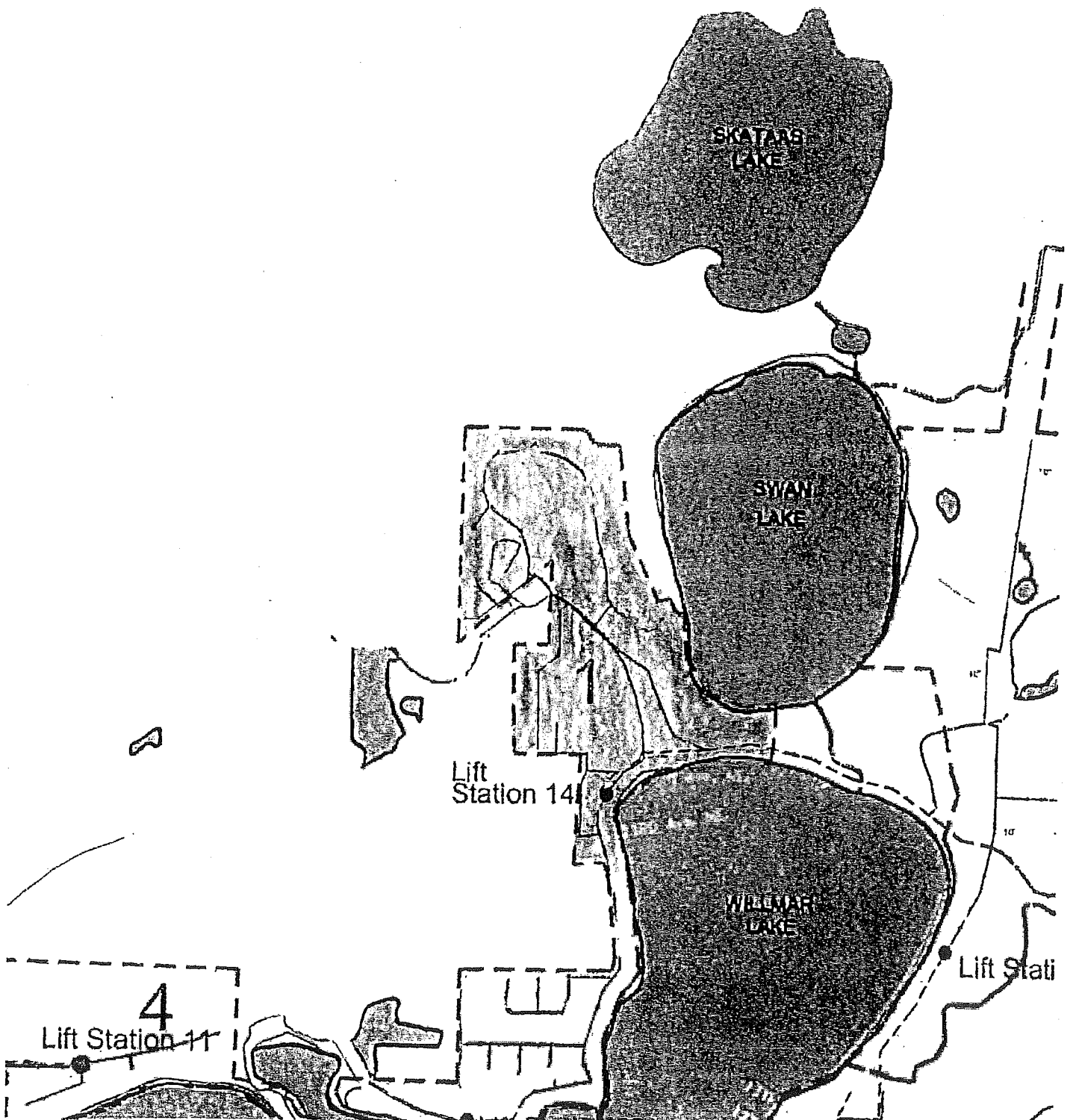
The others units listed above as 'no response' are the units that have not respond to our repeated attempts to inspect their sump pumps. These units have received at least three letters, a door hanger and personal visit in an attempt to schedule an appointment. The ordinance requires that within 14 of the request to inspect the unit, either the unit must be allowed to be inspected or the owner must submit a completed inspection report signed by a licensed plumber.

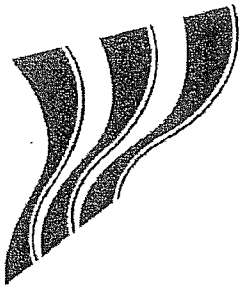
Please do not hesitate to let me know if you have any questions or comments.



U

WINDY HILL





**CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION**

**Agenda Item Number:** \_\_\_\_\_ **Meeting**

**Date:** December 18, 2012

**Attachments:** \_\_\_\_ Yes \_\_\_\_ No

**CITY COUNCIL ACTION**

**Date:** January 7, 2013

☐ Approved ☐ Denied  
☐ Amended ☐ Tabled  
☐ Other

**Originating Department:** City Clerk-Treasurer

**Action Requested:** Motion to Approve

**Guiding Principle:** Municipal Code Section 3-114

**Agenda Item:** Consideration of Persons Eligible for Liquor License

**Background/Justification:**

Willmar Municipal Code Section 3-114, Persons eligible for license. Subdivision 6 states "no license shall be granted to or held by any person who is directly or indirectly interested in any other establishment in the city to which either an On-Sale or Off-Sale license has been issued.

This is a City regulation only and the Minnesota Statute 340A.412 Subd. 3 states

**Limitations on issuance of licenses to one person or place.**

- a) A municipality may not issue more than one off-sale intoxicating liquor license to any one person or for any one place.
- b) A municipality may not allow the same business name to be used by more than one of its off-sale intoxicating liquor licensees.

TPI Core Inc. dba Holiday Inn Green Mill is planning a \$10 million expansion of the Green Mill Restaurant and Bar and adding a Hurricane Grill & Wings Restaurant. In a phone conversation with Joe Kohout, Vice President of Restaurant Operations of TPI Core Inc., they clearly intend to have two separate restaurants, two separate doors, two separate bars, two separate cash registers. That, in conversation with the State of Minnesota Alcohol Enforcement Division, calls for two (2) liquor licenses (and two Café Restaurant licenses).

It is staff's recommendation that we remove the single license barrier of the City regulation and redraft Section 3-114 with an amending ordinance that limits off-sale liquor licenses to one person.

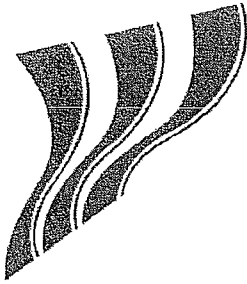
**Fiscal Impact:** None

**Alternatives:** Stay With Current Policy

**Staff Recommendation:** Remove the One License Restriction

**Preparer:** City Clerk-Treasurer

**Signature:**



**CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION**

**Agenda Item Number:** \_\_\_\_\_ **Meeting**

**Date:** December 18, 2012

**Attachments:** \_\_\_\_ Yes \_\_\_\_ No

**CITY COUNCIL ACTION**

**Date:** January 7, 2013

☐ Approved ☐ Denied  
☐ Amended ☐ Tabled  
☐ Other

**Originating Department:** City Clerk-Treasurer

**Action Requested:** Motion to Approve

**Guiding Principle:** Municipal Code Section 3-1 through 3-200

**Agenda Item:** Consideration of Liquor License Fee Payment in Full at Renewal Time

**Background/Justification:**

A long established City policy is to offer On-Sale and Off-Sale Liquor License holders the option of paying 50% of their license fee at the time of renewal (April 25) and pay the remaining 50% in late October. Not many establishments pay in two installments (4 On-Sale license holders and 2 Off-Sale license holders). City staff draft and mail reminder letters each October, sometimes two mailings, in efforts to collect the second half of the fee.

As we embark on efforts to combine departments and downsize employees, staff could spend that time on other, more productive work. More pointedly, a \$950.00 Off-Sale liquor fee is not a high impact business cost when annual liquor sales are in the millions.

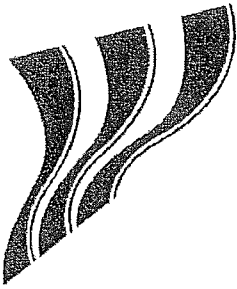
**Fiscal Impact:** None

**Alternatives:** Stay With Current Policy

**Staff Recommendation:** Discontinue that practice and collect the full annual liquor license fee at each April renewal time period.

**Preparer:** City Clerk-Treasurer

**Signature:**



**CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION**

**Agenda Item Number:** \_\_\_\_\_ **Meeting**

**Date:** December 18, 2012

**Attachments:** \_\_\_\_ Yes \_\_\_\_ No

**CITY COUNCIL ACTION**

**Date:** January 7, 2013

☐ Approved ☐ Denied  
☐ Amended ☐ Tabled  
☐ Other

**Originating Department:** City Clerk-Treasurer

**Action Requested:** Motion to Approve

**Guiding Principle:** Minnesota Statute 340A.412 Subd 2

**Agenda Item:** Consideration of an Increase in Liquor License Investigation Fees

**Background/Justification:**

An investigation fee not to exceed \$500 shall be charged an applicant by the city or county if the investigation is conducted within the state, or the actual cost not to exceed \$10,000 if the investigation is required outside the state. (MS 340A.412 Subd 2)

The City of Willmar adopted liquor license investigation fees decades ago and a review would be prudent. The current rates charged are: \$75.00-Individuals

\$150.00-Partnership & LLC

\$300.00-Corporations

This individual rate is low as the checklist includes not only the owners names, but the Willmar Municipal Utilities, (for delinquent utility payments) and property tax records (for delinquent property tax or special assessments) which nearly equals the investigative work of multiple owners of partnership or LLC's.

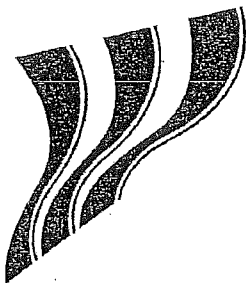
**Fiscal Impact:**

**Alternatives:** Stay With Current Policy

**Staff Recommendation:** Increase "Individual" investigative fees to \$125.00 effective January 1, 2013

**Preparer:** City Clerk-Treasurer

**Signature:**



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: \_\_\_\_\_

Meeting Date: December 18, 2012

Attachments: ☒ Yes   No

CITY COUNCIL ACTION

Date: January 7, 2013

☐ Approved   ☐ Denied  
☐ Amended   ☐ Tabled  
☐ Other

Originating Department:   Engineering

Action Requested:   Order Preparation of Improvement Report for 2013 Improvements

Guiding Principle:   M.S. 429.031 subd. 1(b)

Introduction:   As required by State Statute, a report is required to be presented by the City Engineer for the 2013 Street and Other Improvements.

Background/Justification:   The Engineering Department has prepared the list of streets and other proposed projects for 2013. The City Council is required to order the preparation of the Improvement Report explaining the proposed improvements and estimated costs.

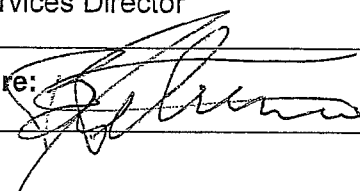
Fiscal Impact:   Sources of funding for the 2013 Improvement Projects include monies from the Willmar Municipal Utilities, assessments, federal and state aid funds, and bond proceeds. The estimated total cost for the 2013 Improvements will be presented in the report.

Alternatives:   1. Amend the street improvement list   2. Approve the list as presented   3. Consider no improvements for 2013

Staff Recommendation:   Order Preparation of Improvement Report for the 2013 Projects.

Reviewed by:   Bruce Peterson, Planning and Development Services Director

Preparer:   Janell Sommers, Public Works Secretary

Signature: 

Comments:

# Project List for 2013

12-13-12

## Reconstruction

2<sup>nd</sup> Street SE – Willmar Avenue SE to Olena Avenue SE  
Kandiyohi Avenue SW – 1<sup>st</sup> Street S to 7<sup>th</sup> Street SW  
Kandiyohi Avenue SW – 11<sup>th</sup> Street SW to 15<sup>th</sup> Street SW  
6<sup>th</sup> Street SW – Robbins Avenue SW to Trott Avenue SW  
Havana Street NE – High Avenue NE to North end  
City Parking Lot (Block 42)

## Overlay

Trott Avenue SW – 28<sup>th</sup> Street SW to Industrial Drive SW  
23<sup>rd</sup> Street SW – Airport Drive SW to Trott Avenue SW  
3<sup>rd</sup> Avenue SW – 28<sup>th</sup> Street SW to east end  
4<sup>th</sup> Avenue SW – 28<sup>th</sup> Street SW to 3<sup>rd</sup> Avenue SW  
TH 12 E Service Rd N Side – Litchfield Ave SE to Lakeland Drive SE  
TH 12 E Service Rd S Side – Ferring Street SE to Lakeland Drive SE  
22<sup>nd</sup> Street SW – 19<sup>th</sup> Avenue SW to 21<sup>st</sup> Avenue SW  
22<sup>nd</sup> Street SW – 22<sup>nd</sup> Avenue SW to Williams Parkway SW  
23<sup>rd</sup> Street SW – 22<sup>nd</sup> Avenue SW to Williams Parkway SW  
24<sup>th</sup> Street SW – 21<sup>st</sup> Avenue SW to Williams Parkway SW  
22<sup>nd</sup> Avenue SW – 21<sup>st</sup> Street SW to 24<sup>th</sup> Street SW  
Williams Parkway SW – 25<sup>th</sup> Street SW to 22<sup>nd</sup> Street SW

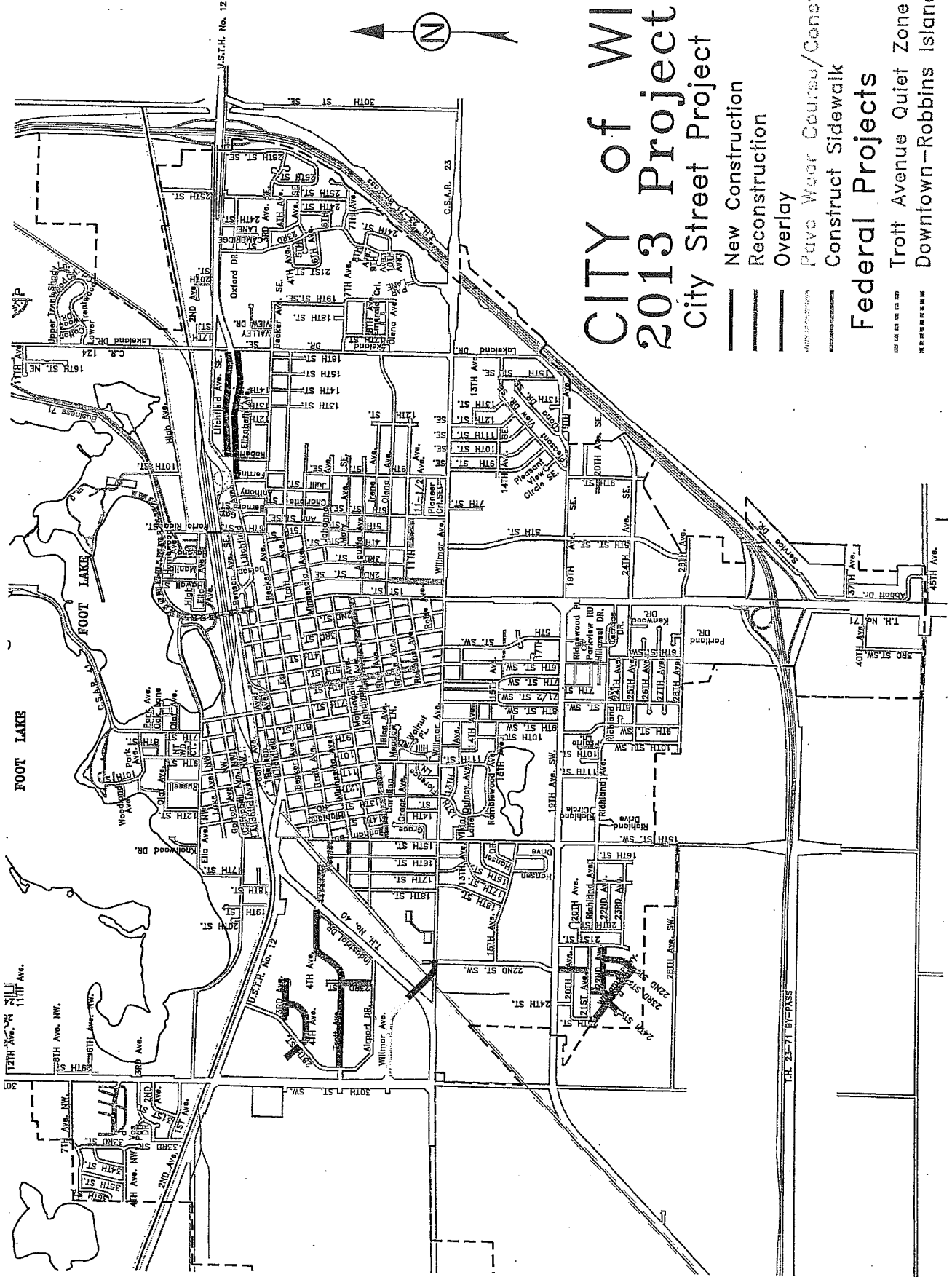
## New Construction

Willmar Avenue SW – Industrial Drive SW to 22<sup>nd</sup> Street SW  
4<sup>th</sup> Avenue SW – 28<sup>th</sup> Street SW to Cul-De-Sac

## Miscellaneous

Downtown-Robbins Island Connection Trail  
Trott Avenue SW – Quiet Zone and Overlay  
Willmar Avenue SW Pave Wear Course and Construct Path – CR5 to Industrial Drive  
11<sup>th</sup> Avenue SE Sidewalk  
Storm Water Improvements  
Crack sealing  
Seal coating





# CITY of WILLMAR

## 2013 Project Areas

### City Street Project

- New Construction
- Reconstruction
- Overlay
- Pave Wear Course/Construct Path
- Construct Sidewalk

### Federal Projects

- Trott Avenue Quiet Zone and Overlay
- Downtown—Robbins Island Connection Trail

**RESOLUTION NO. \_\_\_\_\_**  
**ORDER OF IMPROVEMENT REPORT**

WHEREAS, it is proposed to construct the following improvements under the 2013 Improvement Project:

grading, gravel base, curb and gutter, sump pump tile, milling, bituminous pavement, sidewalk, path, service lines, sanitary sewer, storm sewer, water main, and railroad quiet zone

and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Section 429.011 to 429.111 (Laws 1953, Chapter 398, as amended).

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF WILLMAR, MINNESOTA:

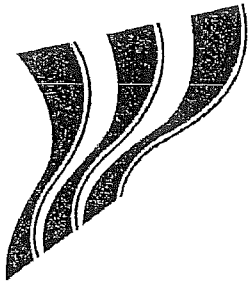
That the proposed improvement be referred to the Interim City Engineer for study, and that he is instructed to report to the Council advising the Council in a preliminary way as to whether the proposed improvement is feasible, and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Dated this 7th day of January, 2013.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: December 18, 2012

Attachments: ☒ Yes ☐ No

CITY COUNCIL ACTION

Date: January 7, 2013

☐ Approved

☐ Denied

☐ Amended

☐ Tabled

☐ Other

Originating Department: **Engineering**

**Action Requested:** Introduction and passage of resolutions approving recommended budgets for the 2013 Improvement Projects

**Guiding Principle:** City Charter and Council Policy

**Introduction:** Preliminary budget presentations for the 2013 Improvement Projects.

**Background/Justification:** Staff has prepared the preliminary budgets for the 2013 Improvement Projects. Council action is required to approve the budgets outlining the estimated cost and funding sources for the project.

**Fiscal Impact:** Usage of \$1.8 million in Bond Funds, \$1.3 million State Aid Funds and various other sources as noted on the attached budget resolutions.

**Alternatives:** Further review and discussion of Project Costs and Financing.

**Staff Recommendation:** Adopt five (5) resolutions as presented.

**Reviewed by:** Bruce Peterson, Planning and Development Services Director

**Preparer:** Janell Sommers, Public Works Secretary

**Signature:** 

**Comments:**

RESOLUTION NO. \_\_\_\_\_  
PRELIMINARY PROJECT NO. 1301 BUDGET

ESTIMATED TOTAL COST \$2,340,774

\*Budget Amounts are Essential

Dated: December 14, 2012

Code

PERSONNEL SERVICES

10*	Salaries Reg. Employees	
11*	Overtime Reg. Employees	
12*	Salaries Temp. Employees	
13*	Employer Pension Contr.	
14*	Employer Ins. Contr.	
	<b>TOTAL</b>	<b>\$0.00</b>

SUPPLIES

20*	Office Supplies	
21*	Small Tools	
22*	Motor Fuels & Lubricants	
23*	Postage	\$1,000.00
24	Mtce. of Equipment	
25	Mtce. of Structures	
26	Mtce. of Other Improvements	
27	Subsistence of Persons	
28	Cleaning & Waste Removal	
29*	General Supplies	\$500.00
	<b>TOTAL</b>	<b>\$1,500.00</b>

OTHER SERVICES

30	Communications	
31*	Printing & Publishing	\$1,000.00
32	Utilities	
33*	Travel-Conf.-Schools	
34	Mtce. of Equipment	
35	Mtce. of Structures	
36*	Mtce. of Other Impr.	\$1,878,516.00
37	Subsistence of Persons	
38	Cleaning & Waste Removal	
39*	Other Services	\$98,869.00
	<b>TOTAL</b>	<b>\$1,978,385.00</b>

OTHER CHARGES

40	Rents	
41*	Insurance & Bonds	
42	Awards & Indemnities	
43	Subscription/Memberships	
44	Interest	
45	Licenses & Taxes	\$59,889.00
46*	Prof. Serv.	\$1,000.00
47*	Advertising	\$300,000.00
48*	Adm. OH (Transfer)	
49	Other Charges	
	<b>TOTAL</b>	<b>\$360,889.00</b>

GRAND TOTAL

\$2,340,774.00

RECEIVABLES

Property Owners	\$822,412.00
City (Com. Inv.)	\$325,372.00
State (MSA)	\$688,860.00
City (MUC)	\$84,324.00
City (WTP)	\$81,960.00
Other (Transfer 1303)	\$337,846.00
<b>TOTAL</b>	<b>\$2,340,774.00</b>

FINANCING

Bonds	\$1,147,784.00
State (MSA)	\$688,860.00
City (MUC)	\$84,324.00
City (WTP)	\$81,960.00
Other (Transfer 1303)	\$337,846.00
<b>TOTAL</b>	<b>\$2,340,774.00</b>

GRAND TOTAL \$2,340,774.00

Dated: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk/Treasurer

1.	Kandiyohi Ave. SW	\$1,032,805.00
2.	2nd St. SE	\$374,650.00
3.	Havanna	\$77,880.00
4.	6th St. SW	\$756,000.00
5.	Block 43 Parking Lo	\$85,000.00

RESOLUTION NO. \_\_\_\_\_  
PRELIMINARY PROJECT NO. 1302 BUDGET

ESTIMATED TOTAL COST \$1,346,285

\*Budget Amounts are Essential

Dated: December 14, 2012

Code

PERSONNEL SERVICES

10*	Salaries Reg. Employees	
11*	Overtime Reg. Employees	
12*	Salaries Temp. Employees	
13*	Employer Pension Contr.	
14*	Employer Ins. Contr.	
	<b>TOTAL</b>	<b>\$0.00</b>

SUPPLIES

20*	Office Supplies	
21*	Small Tools	
22*	Motor Fuels & Lubricants	
23*	Postage	\$1,000.00
24	Mtce. of Equipment	
25	Mtce. of Structures	
26	Mtce. of Other Improvements	
27	Subsistence of Persons	
28	Cleaning & Waste Removal	
29*	General Supplies	\$500.00
	<b>TOTAL</b>	<b>\$1,500.00</b>

OTHER SERVICES

30	Communications	
31*	Printing & Publishing	\$2,000.00
32	Utilities	
33*	Travel-Conf.-Schools	
34	Mtce. of Equipment	
35	Mtce. of Structures	
36*	Mtce. of Other Impr.	\$1,087,125.00
37	Subsistence of Persons	
38	Cleaning & Waste Removal	
39*	Other Services	\$57,217.00
	<b>TOTAL</b>	<b>\$1,146,342.00</b>

OTHER CHARGES

40	Rents	
41*	Insurance & Bonds	
42	Awards & Indemnities	
43	Subscription/Memberships	
44	Interest	
45	Licenses & Taxes	
46*	Prot. Serv.	\$60,000.00
47*	Advertising	\$2,000.00
48*	Adm. OH (Transfer)	\$136,000.00
49	Other Charges	\$443.00
	<b>TOTAL</b>	<b>\$198,443.00</b>

GRAND TOTAL

\$1,346,285.00

RECEIVABLES

Property Owners	
County (CSA)	\$379,005.00
State	
City (MUC)	\$10,086.00
City (WTP)	\$4,936.00
Other (City LOST)	\$952,258.00
<b>TOTAL</b>	<b>\$1,346,285.00</b>

FINANCING

Bonds	
County (CSA)	\$379,005.00
City (MUC)	\$10,086.00
City (WTP)	\$4,936.00
Other (City LOST)	\$952,258.00
<b>TOTAL</b>	<b>\$1,346,285.00</b>

GRAND TOTAL \$1,346,285.00

Dated: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk/Treasurer

1.	Willmar Ave. SW	\$842,284.28
	(Ind. Blvd./22nd St.)	
2.	4th Ave. SW	\$272,199.25
	(28th St./Cul-de-sac	
3.	Willmar Ave. SW	\$237,803.21
	(CR 5/Ind. Blvd.	

RESOLUTION NO. \_\_\_\_\_  
PRELIMINARY PROJECT NO. 1303 BUDGET

ESTIMATED TOTAL COST \$1,138,945

\*Budget Amounts are Essential

Dated: December 14, 2012

Code

PERSONNEL SERVICES

10*	Salaries Reg. Employees	
11*	Overtime Reg. Employees	
12*	Salaries Temp. Employees	
13*	Employer Pension Contr.	
14*	Employer Ins. Contr.	
	<b>TOTAL</b>	<b>\$0.00</b>

SUPPLIES

20*	Office Supplies	
21*	Small Tools	
22*	Motor Fuels & Lubricants	
23*	Postage	\$1,000.00
24	Mtce. of Equipment	
25	Mtce. of Structures	
26	Mtce. of Other Improvements	
27	Subsistence of Persons	
28	Cleaning & Waste Removal	
29*	General Supplies	\$500.00
	<b>TOTAL</b>	<b>\$1,500.00</b>

OTHER SERVICES

30	Communications	
31*	Printing & Publishing	\$1,000.00
32	Utilities	
33*	Travel-Conf.-Schools	
34	Mtce. of Equipment	
35	Mtce. of Structures	
36*	Mtce. of Other Impr.	\$919,698.00
37	Subsistence of Persons	
38	Cleaning & Waste Removal	
39*	Other Services	\$48,405.00
	<b>TOTAL</b>	<b>\$969,103.00</b>

OTHER CHARGES

40	Rents	
41*	Insurance & Bonds	
42	Awards & Indemnities	
43	Subscription/Memberships	
44	Interest	
45	Licenses & Taxes	
46*	Prof. Serv.	\$18,342.00
47*	Advertising	
48*	Adm. OH (Transfer)	\$150,000.00
49	Other Charges	
	<b>TOTAL</b>	<b>\$168,342.00</b>

GRAND TOTAL

\$1,138,945.00

RECEIVABLES

Property Owners	\$652,216.00
County	
State (MSA)	\$584,575.00
City (Gen./Cap. Imp.)	\$240,000.00
City	
Other (Transfer 1301)	-\$337,846.00
<b>TOTAL</b>	<b>\$1,138,945.00</b>

FINANCING

Bonds	
State (MSA)	\$314,370.00
City	\$584,575.00
City (Gen./Cap. Imp.)	
Other (City LOST)	\$240,000.00
<b>TOTAL</b>	<b>\$1,138,945.00</b>

GRAND TOTAL \$1,138,945.00

Dated: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk/Treasurer

1. Overlay \$1,138,945.00  
(see list)

RESOLUTION NO. \_\_\_\_\_  
PRELIMINARY PROJECT NO. 1304 BUDGET

ESTIMATED TOTAL COST \$177,017

\*Budget Amounts are Essential

Dated: December 14, 2012

Code

PERSONNEL SERVICES

10\* Salaries Reg. Employees  
11\* Overtime Reg. Employees  
12\* Salaries Temp. Employees  
13\* Employer Pension Contr.  
14\* Employer Ins. Contr.

TOTAL \$0.00

RECEIVABLES

Property Owners  
County  
State (MSA)  
City (LOST) \$41,953.00  
City  
Other (Fed. Grant) \$135,064.00  
TOTAL \$177,017.00

SUPPLIES

20\* Office Supplies  
21\* Small Tools  
22\* Motor Fuels & Lubricants  
23\* Postage \$500.00  
24 Mtce. of Equipment  
25 Mtce. of Structures  
26 Mtce. of Other Improvements  
27 Subsistence of Persons  
28 Cleaning & Waste Removal  
29\* General Supplies

TOTAL \$500.00

FINANCING

Bonds  
State (MSA)  
City (LOST) \$41,953.00  
City  
Other (Fed. Grant) \$135,064.00  
TOTAL \$177,017.00

GRAND TOTAL \$177,017.00

Dated: \_\_\_\_\_

OTHER SERVICES

30 Communications  
31\* Printing & Publishing \$500.00  
32 Utilities  
33\* Travel-Conf.-Schools  
34 Mtce. of Equipment  
35 Mtce. of Structures  
36\* Mtce. of Other Impr. \$142,941.00  
37 Subsistence of Persons  
38 Cleaning & Waste Removal  
39\* Other Services \$7,524.00

TOTAL \$150,965.00

\_\_\_\_\_  
Mayor

Attest:

OTHER CHARGES

40 Rents  
41\* Insurance & Bonds  
42 Awards & Indemnities  
43 Subscription/Memberships  
44 Interest  
45 Licenses & Taxes  
46\* Prof. Serv. \$20,052.00  
47\* Advertising \$500.00  
48\* Adm. OH (Transfer) \$5,000.00  
49 Other Charges

TOTAL \$25,552.00

GRAND TOTAL \$177,017.00

\_\_\_\_\_  
City Clerk/Treasurer

1. Bike Path \$177,017.00  
(Downtown/Robbins Island)

RESOLUTION NO. \_\_\_\_\_  
PRELIMINARY PROJECT NO. 1305 BUDGET

ESTIMATED TOTAL COST \$285,000.

\*Budget Amounts are Essential

Dated: December 14, 2012

Code

PERSONNEL SERVICES

10*	Salaries Reg. Employees	
11*	Overtime Reg. Employees	
12*	Salaries Temp. Employees	
13*	Employer Pension Contr.	
14*	Employer Ins. Contr.	
	<b>TOTAL</b>	<b>\$0.00</b>

SUPPLIES

20*	Office Supplies	
21*	Small Tools	
22*	Motor Fuels & Lubricants	
23*	Postage	\$500.00
24	Mtce. of Equipment	
25	Mtce. of Structures	
26	Mtce. of Other Improvements	
27	Subsistence of Persons	
28	Cleaning & Waste Removal	
29*	General Supplies	
	<b>TOTAL</b>	<b>\$500.00</b>

OTHER SERVICES

30	Communications	
31*	Printing & Publishing	\$500.00
32	Utilities	
33*	Travel-Conf.-Schools	
34	Mtce. of Equipment	
35	Mtce. of Structures	
36*	Mtce. of Other Impr.	\$230,138.00
37	Subsistence of Persons	
38	Cleaning & Waste Removal	
39*	Other Services	\$12,112.00
	<b>TOTAL</b>	<b>\$242,750.00</b>

OTHER CHARGES

40	Rents	
41*	Insurance & Bonds	
42	Awards & Indemnities	
43	Subscription/Memberships	
44	Interest	
45	Licenses & Taxes	
46*	Prof. Serv.	\$19,375.00
47*	Advertising	\$1,000.00
48*	Adm. OH (Transfer)	\$21,375.00
49	Other Charges	
	<b>TOTAL</b>	<b>\$41,750.00</b>

**GRAND TOTAL**

**\$285,000.00**

RECEIVABLES

Property Owners	
County	
State (MSA)	\$28,500.00
City	
City	
Other (Fed. RR)	\$256,500.00
<b>TOTAL</b>	<b>\$285,000.00</b>

FINANCING

Bonds	
State (MSA)	\$28,500.00
City	
City	
Other (Fed. RR)	\$256,500.00
<b>TOTAL</b>	<b>\$285,000.00</b>

**GRAND TOTAL** **\$285,000.00**

Dated: \_\_\_\_\_

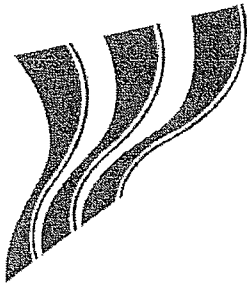
\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk/Treasurer

1. Trott Ave. SW **\$285,000.00**  
(Ind. Blvd./16th St. SW)





CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: \_\_\_\_\_

Meeting Date: December 18, 2012

Attachments: Yes ☒ No ☐

CITY COUNCIL ACTION

Date: \_\_\_\_\_

☐ Approved ☐ Denied  
☐ Amended ☐ Tabled  
☐ Other

Originating Department: Planning and Development Services

Action Requested: Motion to direct staff to pursue the offer of a gift of land.

Guiding Principle:

Introduction: Staff has received an offer to gift the former Rule Tire property to the City.

Background/Justification: Heirs of Jim and Betty Rule are offering to give the City three parcels of land. The site contains several building in disrepair. Staff has begun to gather demolition cost info etc. A definite use for the site has not been determined.

Fiscal Impact: It will cost a minimum of \$60,000 for environmental mitigation and demolition. Back taxes exceed \$9,000.

Alternatives:

1. Reject the offer
2. Continue due diligence on actual cost to City before making a decision to accept or reject offer.

Staff Recommendation: Pursue the acquisition by continuing due diligence to identify cost.

Reviewed by:

Preparer: Bruce D. Peterson

Signature: 

Comments:

Cindy Rule Gardner  
12426 Ravine Circle  
Stillwater, MN 55082

Bruce Peterson  
Director of Community Planning and Development  
City of Willmar  
333 6<sup>th</sup> Street SW #1  
Willmar, MN 56201-3458

December 8, 2012

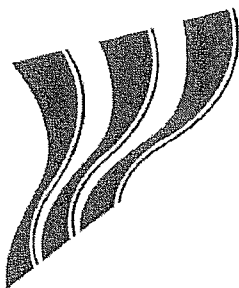
Bruce,

I would like to formally communicate as the personal representative of the Rule Family Estate and Trusts and on behalf of the beneficiaries of the Rule Family Estate and Trusts, Cindy Rule Gardner and Renee Rule Greer, our intention to donate several pieces of property to the City of Willmar.

The specific the property to be donated is made up of parcels 95-0030-2180, 95-003-2170, 95-003-2160 relating to the Rule Tire Shop and several proximate buildings on West Benson Avenue. We would like to give these properties "as is" to the city for the intended but non-binding use of creating a green space for the community and in exchange for tax forgiveness of outstanding tax balances related to the properties.

Best regards,

Cindy Rule Gardner



**CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION**

**Agenda Item Number:** 15

**Meeting Date:**

**Attachments:** ☒ Yes ☐ No

**CITY COUNCIL ACTION**

**Date:** January 7, 2013

☐ Approved ☐ Denied  
☐ Amended ☐ Tabled  
☐ Other

**Originating Department:** City Clerk-Treasurer

**Action Requested:** Introduce Resolution

**Guiding Principle:** Must be approved by Willmar City Council

**Agenda Item:** Consideration of Designating Polling Locations for Ward 4 Special Election

**Background/Justification:**

The City is required by election law to publish/post the polling locations for the Ward 4 Special Election, scheduled for Tuesday, February 12, 2013, In accordance to Minnesota Statutes 204B.21, Subdivision 2, and Minnesota Statutes 204B.16, Subdivision 1, it is necessary at this time to pass resolution designating polling locations.

**Fiscal Impact:**

**Alternatives:** Deny Resolution

**Staff Recommendation:** Adopt Resolution Designating Polling Locations

**Reviewed by:** Kevin J. Halliday

**Preparer:** City Clerk-Treasurer

**Signature:**

**Comments:**

RESOLUTION NO. \_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the following buildings be designated as the official voting locations for the 2013, Ward 4 Special Election.

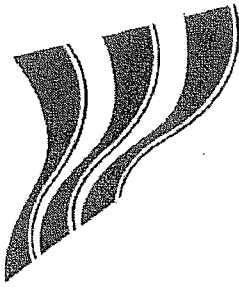
FOURTH WARD:	1 <sup>st</sup> Precinct	First Baptist Church 1000 6 <sup>th</sup> Street Southeast
	2 <sup>nd</sup> Precinct	Calvary Lutheran Church 302 Olena Avenue
	3 <sup>rd</sup> Precinct	Redeemer Lutheran Church 1401 Southwest 6th Street

Dated this 7<sup>th</sup> day of January, 2013.

Attest:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK-TREASURER



**CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION**

**Agenda Item Number:** 16

**Meeting Date:**

**Attachments:** ☒ Yes ☐ No

**CITY COUNCIL ACTION**

**Date:** January 7, 2013

☐ Approved ☐ Denied  
☐ Amended ☐ Tabled  
☐ Other

**Originating Department:** City Clerk-Treasurer

**Action Requested:** Motion to approve the agreement with Dovre Township for fire suppression services from January 1, 2013 to December 31, 2013.

**Guiding Principle:** Service contracts must be approved by the Willmar City Council

**Agenda Item:** Consideration of Fire Contract for Dovre Township

**Background/Justification:**

Dovre Township is under an annual contract for Willmar Fire Department service. A statewide formula has been used for decades to calculate the Township cost sharing proposal and is enclosed with current numbers.

**Fiscal Impact:** \$29,434.58 for the Township's year. (which is a calendar year)

**Alternatives:** Discontinue Fire Suppression Services for Township area.

**Staff Recommendation:** Approve the contract with Dovre Township and authorize the Mayor and City Administrator to execute the contract.

**Reviewed by:** Kevin J. Halliday

**Preparer:** City Clerk-Treasurer

**Signature:**

**Comments:** Approve the agreement for 2013 fire services

AGREEMENT FOR FIRE DEPARTMENT SERVICE

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the City of Willmar, a municipal corporation of Kandiyohi County, Minnesota, hereinafter referred to as "City", and the Township of Dovre, a political subdivision of the State of Minnesota, hereinafter referred to as "Township".

WHEREAS, the Township deems it advisable to have available for the benefit of the residents of said Township (Sections 25, 26, 27, 34, 35, & 36) services of the City's Fire Department, and the electors of said Township having, pursuant to law, provided a fund for the furnishing of said services, and

WHEREAS, the City has authorized its Mayor and City Administrator to enter into a contract with the Township for the furnishing of said services;

NOW, THEREFORE, IT IS AGREED between the parties hereto, that for the period commencing January 1, 2013, and terminating December 31, 2013, the Fire Department of the City will answer fire calls within the Township of Dovre which the City is requested to answer by the Township, and will respond to such calls with such fire fighting apparatus of the City Fire Department as may be authorized by the Insurance Services Office, and all equipment and resources deemed necessary by the incident commander, and will render all assistance possible in the saving of life and property, subject to City retaining in its corporate limits sufficient firefighters and equipment to maintain its fire class rating, and subject to the terms of this Agreement.

As payment for such services, the Township agrees to pay, pursuant to the formula attached hereto and made a part hereof, the amount of TWENTY-NINE THOUSAND, FOUR HUNDRED THIRTY-FOUR DOLLARS AND FIFTY-EIGHT CENTS, (\$29,434.58) payable FOURTEEN THOUSAND, SEVEN HUNDRED SEVENTEEN DOLLARS AND TWENTY-NINE CENTS, (\$14,717.29) on January 1, 2013, and FOURTEEN THOUSAND, SEVEN HUNDRED SEVENTEEN DOLLARS AND TWENTY-NINE CENTS, (\$14,717.29) on July 1, 2013.

IT IS FURTHER UNDERSTOOD AND AGREED that at times weather and road conditions through the seasons of the year demand for City's firefighters and equipment to be used at a fire within the City, or other special circumstances, may interfere in the rendering of the service contemplated herein, and in the event, failure to furnish the service herein agreed upon shall not be a breach of this Agreement. In an event whereby equipment and firefighters can not leave the City, Willmar Fire Command will activate mutual aid to render service to the township. Failure of the City to provide the services herein contracted for shall not result in the City being liable to Township or its residents for actual or consequential damages or for any other damages.

IT IS FURTHER UNDERSTOOD AND AGREED that the City will submit a billing statement to the Township within five (5) working days subsequent to a fire call listing the number of firefighters involved, firefighter hours, vehicles in use, and other data pertinent to assisting the township in making a "bill for services rendered" to the property owner receiving fire assistance. It shall be further understood that the sum total of the billings will not necessarily equal the annual contract price between the

City and Township due to various formula charges such as building and/or vehicle depreciation costs and administration and training costs which will not be a part of the individual billing statements.

IT IS FURTHER UNDERSTOOD AND AGREED that in the event of a hazardous materials incident the City reserves the right to exclude the call from the annual Funding Formula and bill the cost of the services rendered for special hazardous materials equipment and related costs directly to the owner of the property.

Township does hereby guarantee to the City that it is an equal opportunity employer and that it meets all United States Government and State of Minnesota Equal Opportunity Employment Requirements or that they are exempt from these provisions.

This Agreement may be terminated upon thirty (30) calendar days written notice by either party or the other party, and the cost of services prorated to the time of termination.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed by the respective officers thereof, and the respective seals of the parties have been affixed thereto.

CITY OF WILLMAR, A MUNICIPAL CORPORATION

BY: \_\_\_\_\_  
FRANK YANISH, MAYOR

(S E A L)

BY: \_\_\_\_\_  
CHARLENE STEVENS, CITY ADMINISTRATOR

(S E A L)

In the Presence of:

TOWNSHIP OF DOVRE

BY: \_\_\_\_\_  
Marie Ostby

(S E A L)

DOVRE TOWNSHIP - 2012  
FIRE COST FORMULA

For Sections 25, 26, 27, 34, 35 & 36

$$S = [(C \times 1.05) + E/20 + P/50] \frac{(U + V)}{2}$$

S = Cost of fire service for one year.

C = 2011 actual operating cost of the Fire Department.

E/20 = Cost of apparatus used for township fires depreciated for 20 years.

P/50 = Cost of physical plant depreciated over 50 years.

1.05 = A number that when C is multiplied by it, the answer will be C plus an additional 5 percent charge for administration and accounting.

U = Percent of Firefighter hours used by the Township in 2011.

V = Percent market valuation of buildings and mobile home personal property for the area of the contracting unit being served as to the total market value of buildings and mobile home personal property in the area served by the Fire Department.

C = \$749,517.75 (2011 Fire Department costs).

E/20 = \$35,931.65 (cost of apparatus sent to township \$718,633.00)  
[units (5258) \$197,015 + (5257) \$181,013 + (5276) \$315,942 + (5285) \$24,663]

P/50 = \$3,888.85 (cost of building to maintain trucks \$194,442.50).

Payment for Actual Fire Calls

Protection

U = Use of Fire Department by Firefighter Hours  
2011

V = Market Value in Fire Service  
2011

<u>Unit</u>	<u>Firefighter Hours</u>	<u>Percent of Total</u>	<u>Unit</u>	<u>Market Value</u>	<u>Percent of Total</u>
City of Willmar	6,376	.9719	City of Willmar	\$790,900,600	.9046
Willmar Township	90	.0137	Willmar Township	33,652,000	.0385
Dovre Township	94	.0144	Dovre Township	49,756,600	.0569
<b>TOTAL</b>	<b>6,560</b>	<b>1.0000</b>	<b>TOTAL</b>	<b>\$874,309,200</b>	<b>1.0000</b>

U = .0144

V = .0569

$$S = [(\$749,517.75 \times 1.05) + \$35,931.65 + \$3,888.85] \frac{.0144 + .0569}{2}$$

$$S = \$826,814.14 \times .0356$$

$$S = \$29,434.58$$



March 27, 2012

Market Value "Building" Totals Only

CITY OF WILLMAR (95)	\$790,900,600
----------------------	---------------

WILLMAR TOWNSHIP (33)	\$ 33,652,00
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DOVRE TOWNSHIP	
All of Section 34	\$2,437,500
All of Section 35	\$13,309,000
All of Section 36	\$4,354,700
All of Section 27	\$1,198,000
All of Section 26	\$8,842,400
All of Section 25	\$19,615,000
	<u>\$49,756,600</u>

# 2011 Rural/City Hours

Willmar Township					
Date	Location	Description	Firefighters Responding	Call Hours	Hours Paid
2/22/2011	SW Highway 23 & Co. Rd. 5	Vehicle Accident, General Cleanup	15	2	21
2/22/2011	2121 NW 45th ST	Vehicle Fire	17	2	34
10/24/2011	SW 19th Ave. & Co. Rd. 5	Cancelled Enroute	14	1	14
12/5/2011	700 19th Ave. SE	Motor Vehicle Accident w/ Injuries	15	2	21
					90

Dovre Township					
Date	Location	Description	Firefighters Responding	Call Hours	Hours Paid
1/30/2011	N Highway 71 & 48th Ave.	Cancelled Enroute	20	1	20
2/9/2011	387 NE 57th Ave.	Building Fire	21	2	42
8/11/2011	2580 47th Ave. NE	Detector Activation, no fire	18	1	18
9/16/2011	4820 Highway 71 NE	Cancelled Enroute	14	1	14
					94

Total CITY firefighting hours for 2011: 6,376

RESOLUTION NO. \_\_\_\_\_

BE IT RESOLVED, by the City Council of the City of Willmar, Minnesota, that the 2013 through 2014 Committee appointments for members of the Council shall be provided in the list of appointments as follows:

Finance Committee:

Chair: \_\_\_\_\_

Vice Chair: \_\_\_\_\_

\_\_\_\_\_

Charlene Stevens, City Administrator

Steve Okins, Finance Director

Kevin Halliday, City Clerk-Treasurer

Public Works/Safety Committee:

Chair: \_\_\_\_\_

Vice Chair: \_\_\_\_\_

\_\_\_\_\_

Charlene Stevens, City Administrator

David Wyffels, Police Chief

Bruce Peterson, Planning/Development Services Director

Gary Hendrickson, Fire Chief/Fire Marshall

Labor Relations Committee:

Chair: \_\_\_\_\_

Vice Chair: \_\_\_\_\_

\_\_\_\_\_

Charlene Stevens, City Administrator

Steve Okins, Finance Director

Municipal Utilities Commission

Rice Hospital Board

Community Development Committee: Chair: \_\_\_\_\_

Vice Chair: \_\_\_\_\_

\_\_\_\_\_

Charlene Stevens, City Administrator

Bruce Peterson, Planning/Development Services Director

COUNCIL LIAISON POSITIONS

Allied Power Board: \_\_\_\_\_

Community Education/Recreation Joint Powers Board and Park Board:

\_\_\_\_\_  
\_\_\_\_\_

Economic Development Commission:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fire Code Appeals Board:

Chair:

Vice Chair:

\_\_\_\_\_  
\_\_\_\_\_

Housing and Redevelopment Authority:

Alternate:

\_\_\_\_\_  
\_\_\_\_\_

Human Rights Commission:

\_\_\_\_\_

Mid-Minnesota Development Commission:

\_\_\_\_\_

Municipal Utilities Commission:

Alternate:

\_\_\_\_\_  
\_\_\_\_\_

Rice Hospital Board:

\_\_\_\_\_

Sister City:

\_\_\_\_\_

Transit Joint Powers Board:

\_\_\_\_\_  
\_\_\_\_\_

Vision 2040 Committee:

\_\_\_\_\_

Willmar Cable Advisory Board:

\_\_\_\_\_  
\_\_\_\_\_

Willmar Convention and Visitors Bureau:

\_\_\_\_\_

Willmar Community and Activity Center Council:

\_\_\_\_\_

Woodland Centers:

\_\_\_\_\_

Willmar Design Center:

\_\_\_\_\_

Dated this 7<sup>th</sup> day of January, 2013.

Attest:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK-TREASURER

RESOLUTION NO. \_\_\_\_\_

WHEREAS, the Charter of the City of Willmar, a municipal corporation of the State of Minnesota, provides that in the absence or disability of the Mayor, an Acting Mayor shall be appointed by action of the City Council;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar as follows:

that during the years 2013 and 2014, should the Mayor, the Honorable Frank Yanish, be absent or unable to act as such Mayor, that Council Member \_\_\_\_\_ be and is hereby appointed as Acting Mayor to act in all said circumstances and as set forth in the Charter of the City of Willmar.

Dated this 7<sup>th</sup> day of January, 2013.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK-TREASURER

RESOLUTION NO. \_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the regular semi-monthly meetings of the City Council shall be held at 7:00 p.m. on the first and third Mondays of each month during the next two years and that the regular place of said meetings shall be in the Council Chambers of the Municipal Utilities Building, 700 Litchfield Avenue Southwest, Willmar, Minnesota; and

BE IT FURTHER RESOLVED that the time for adjournment of said Council meetings shall be no later than 11:00 p.m. with the following exceptions:

1. An item of business under consideration at 11:00 p.m. may be disposed.
2. Business from the first meeting of the month will be carried over to the second meeting if necessary.
3. Any business not completed at the second meeting of the month, which is urgent and must have action will be adjourned to a special meeting.

Dated this 7<sup>th</sup> day of January, 2013.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK-TREASURER

RESOLUTION NO. \_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, a municipal corporation of the State of Minnesota, that the \_\_\_\_\_, Minnesota, be designated as the legal newspaper for the City of Willmar and that the fees set by State statutes for legal publications be accepted.

Dated this 7<sup>th</sup> day of January, 2013.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK-TREASURER

RESOLUTION NO. \_\_\_\_\_

APPOINTING A RESPONSIBLE AUTHORITY

WHEREAS, Minnesota Statutes, Section 13.02, Subd. 6, requires that the City of Willmar appoint one person as the Responsible Authority to administer the requirements for collection, storage, use and dissemination of data on individuals within the City; and

WHEREAS, the City Council of the City of Willmar shares the concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively and technically qualified Responsible Authority as required under the Statute.

BE IT RESOLVED by the City Council of the City of Willmar Minnesota, that the City Administrator Charlene Stevens be appointed as the Responsible Authority for the purpose of meeting all requirements of Minnesota Statutes, Sections 13.02-13.87, as amended, and with rules as lawfully promulgated by the Commissioner of Administration as published in the State Register.

Dated this 7<sup>th</sup> day of January, 2013.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK